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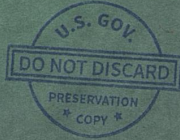
INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XII
THE VETERANS' ADMINISTRATION
No. 15
KANSAS

THE SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION

GOVERNMENT PUBLICATIONS


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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XII. THE VETERANS' ADMINISTRATION

NO. 15. KANSAS

Lincoln, Nebraska
The Survey of Federal Archives

1941



UNITED STATES GOVERNMENT PRINTING OFFICE

THE SURVEY OF FEDERAL ARCHIVES

Prepared by

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Inventory of Federal Archives for Kansas,
Iowa, and Nebraska

The National Archives
Cooperating Agency

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The Survey of Federal Archives
Lincoln, Nebraska

1941

PREFACE

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

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

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the 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 Kansas the work of the Survey was under the direction of Mr. Francis E. Fitzgerald, regional director for Kansas, Iowa, and Nebraska, from its inception until December 6, 1936. He was succeeded by Professor James L. Sellers of the University of Nebraska who served until June 30, 1937. Mr. Clarence N. Cook was state supervisor until July 1936 when Mr. Harold C. Evans, who served until January 1937, took his place. Since July 1, 1937, Mr. Joseph C. Knibbs, state supervisor of the Survey of Federal Archives in Nebraska has had charge of the production of Inventories for Kansas, Iowa, and Nebraska. This Inventory of the records of the Veterans' Administration in Kansas was prepared in the Lincoln, Nebraska, office of the Survey and was edited before final typing by Mr. Martin P. Claussen, Associate Editor-Writer Office of the Director of Research and Publications of the National Archives.

Joseph C. Knibbs, Supervisor
in Charge of the Inventory
of Federal Archives in
Kansas, Iowa, and Nebraska

Lincoln, Nebraska
June 20, 1941

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THE VETERANS' ADMINISTRATION

WADSWORTH

VETERANS' ADMINISTRATION FACILITY

Leavenworth at Wadsworth

- (A) Headquarters Bldg., Bldg. No. 21
- (B) Administration Bldg., Bldg. No. 88
- (C) Supply Warehouse Bldg., Bldg. No. 41
- (D) Hospital Bldg.
- (E) General Mess Bldg., Bldg. No. 19

This Domiciliary Facility was established in 1885 as a National Home for Disabled Volunteer Soldiers, Western Branch. Its title was changed to the Veterans' Administration Home in 1936, and on March 1, 1936 it was placed under the jurisdiction of Veterans' Administration Facility, Wadsworth, Kansas. It is a diagnostic center which provides hospitalization for veterans and disabled soldiers. A monthly report of deceased veterans is sent to the chief clerk of the Veterans' Administration Facility, Washington, D. C. Official records are retained for a period of time before being sent to Washington, D. C.

Finance Division

1. CREDIT AND DEBIT VOUCHERS, 1887 - 1934. Vouchers indicate money received and disbursed for supplies and personal services. Filed chronologically and numerically. (Newer.) $8\frac{1}{2}$ x $11\frac{3}{4}$ folders and 8 x 10 document holders, 203 ft., in 453 folded document holders. Vault in center of basement (Bldg. A). (76)

2. BANK STATEMENTS, Aug. 1901 - June 1930. Itemized list of checks issued by the treasurer of the pension fund. A statement of the disbursing account from the bank showing credit, debit, balance and outstanding checks. Filed chronologically and numerically. (Newer.) 8 x 10 folded papers, 8 ft., in 12 folded document holders. Vault in center of basement (Bldg. A). (75)

3. GENERAL CORRESPONDENCE, 1906 - 1932. Pertaining to the general transaction of business of the finance division of the Veterans' Administration. Filed numerically. (Rarely, official.) Various sized vols. and paper packages, 13 ft., in 4 steel drawers and on 2 wooden shelves. Brittle, dirty, torn, scattered, bindings broken. Vault in 1st door to right of stairway basement (Bldg. A). (78)

4. MATERIAL RECORDS, 1931 - 1936. Correspondence and auditor's reports, records of the occupational therapy department of this hospital and in these records are found a complete record of each patient's earnings while in the hospital. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft. 5 in., in 4 steel filing case drawers. R. 11 (Bldg. D). (22)

5. SALARY RECORD CARDS, 1932 to date. Accounts stating salaries earned and paid and deductions. Filed alphabetically. (Semi-monthly, official.) 5 x 8 cards, 2 ft. 1 in., in 4 steel filing case drawers. 2d door left of main entrance. (Bldg. A). (104)

6. PAID VOUCHERS OF PATIENTS' FUNDS, 1934 to date. Showing expenditures of patients. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 1 ft. 1 in., in steel filing case drawer. 2d door left of main entrance (Bldg. A). (85)

7. DEBIT VOUCHERS, 1935 - 1936. Public vouchers for purchases, services other than personal, name of facility, appropriation, name and account number of payee. Filed alphabetically. (Occasionally, official.) 8 x $10\frac{1}{2}$ envelopes, 8 ft., on shelves. 2d door on left of main entrance, 1st floor (Bldg. A). (84)

8. AGENT CASHIER RECORDS, 1935 - 1936. Showing salary check receipts, schedules, correspondence, and reports. Filed alphabetically by subject. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 ft. 9 in., in steel filing case drawer. 1st floor, 2d door left of main entrance (Bldg. A). (105)

Office of the Manager

9. GENERAL CORRESPONDENCE, Dec. 1885 - Apr. 1927. Consists of letters sent to central office in Washington. (Rarely, official.) 10 x 12 vols. and 4 x $8\frac{1}{2}$ bundles of paper packages, 107 ft., on wooden shelves. Damaged by vermin, careless handling, faulty containers, dirty, torn, scattered, bindings broken, ink faded. Vault, 1st door to right of stairway basement (Bldg. A). (77)

10. TIME RECORDS, 1922 - Aug. 31, 1934. Daily time reports on employees of the utility division. (Never.) $3\frac{1}{2}$ x 9 paper packages, 10 ft., in 3 pasteboard boxes. Dirty. N. end of basement (Bldg. C). (95)

11. LETTERS DISPATCHED, Sept. 5, 1924 - Jan. 5, 1926. Copies of letters written by the manager of the home. Filed chronologically. (Never.) 9 x 11 vols., 1 in., in steel filing case drawer. 4th door right of entrance, main floor (Bldg. B). (102)

12. MANAGER'S CORRESPONDENCE, Apr. 1927 - May 1930. Official correspondence of Facility Manager. Filed chronologically. (Occasionally, official.) $3\frac{1}{2}$ x 8 folded papers, 3 ft. 6 in., in 18 folded document holders. 1st floor (Bldg. A). (72)

13. GENERAL CORRESPONDENCE OF MANAGER, June 1930 - July 1931. Miscellaneous correspondence of manager. Filed alphabetically by subject. (Occasionally, official.) 8 x $10\frac{1}{2}$ folders, 10 in., in steel filing case drawer. 4th door right of main entrance (Bldg. B). (96)

14. GENERAL OFFICE FILE, 1931 to date. Correspondence, time clerk files, monthly reports, property books, photographs and shop drawings. Filed chronologically. Indexed. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 24 ft., in 12 steel case drawers. 1st floor (Bldg. C) (54)

15. DAILY RECORDS OF EMPLOYEES, May 1, 1931 - 1935. Schedule of employees' time for the various departments. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 6 in., in pasteboard box. N. end of basement (Bldg. C). (74)

16. ABSENTEE REPORT, June 9, 1931 - Feb. 1934. Daily record showing the presence or absence of each employee. (Never.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 4 in., in pasteboard box. SE. corner, 2d floor (Bldg. C). (73)

17. CORRESPONDENCE, July 1931 to date. General office correspondence of Manager. 4 x 6 volume index, 3/4 in. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft. 9 in., in 3 steel filing case drawers. 4th door right of entrance, 1st floor (Bldg. B). (97)

18. MISCELLANEOUS OFFICE FILES, 1932 to date. Correspondence, testimony in court cases concerning the home, reports, and telegrams. (Seldom, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in steel filing case drawer. 1st floor, 4th door right of entrance (Bldg. B). (103)

19. HOSPITAL GENERAL RECORDS, 1933 - 1936. Monthly reports from each department of the hospital, the weekly report of the inspection of the hospital, and all general correspondence of the hospital division. (Daily, official.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ folders, 6 ft. 8 in., in 4 steel filing case drawers. R. 106 (Bldg. D). (4)

20. OUTPATIENT CLINIC RECORDS, Nov. 20, 1933 to date. Service record of each patient, hospitalization history of men domiciled in this Facility. Filed alphabetically. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 42 ft., in 28 steel filing case drawers. R. 23, central wing, main floor (Bldg. D). (23)

21. TIME REPORTS, Sept. 1, 1934 to date. Daily work reports of employees of the Utility division consisting of mechanics, electricians, plumbers and others. Filed chronologically. (Semi-monthly, official.) 8 x 10 $\frac{1}{2}$ covers, 2 ft. 2 in., in pasteboard box. N. end of basement (Bldg. C). (109)

Domiciliary Unit

22. MEMBERS' ADMITTANCE JACKETS, July 11, 1885 - Mar. 16, 1893. Records of admittance of veterans to the facility; assignment to barracks or hospital; and eligibility for employment after admittance. Alphabetical index. (Rarely, official.) 4 x 9 $\frac{1}{2}$ envelopes, 124 ft. 7 in., in metal container. Vault in basement (Bldg. A). (82)

23. HISTORICAL REGISTER, July 11, 1885 - Aug. 10, 1895. Record of military and domestic history. Filed chronologically. (Rarely, official.) 14 x 16 vols., 4 ft. 6 in. on floor. Bindings broken. Basement (Bldg. A). (70)

24. DEATH RECORDS, 1886 to date. Showing date of admittance, registration number, member number, military service and rank, date of death and place of burial. Entered alphabetically. (Daily, official.) 12 x 18 vols., 5 in., on shelf. 1st floor (Bldg. A). (50)

25. MEMBERS' ADMITTANCE JACKET, Mar. 15, 1893 - May 25, 1933. Correspondence, applications and records. Admittance record of veterans, hospital and barracks, assignments and eligibility for employment. Filed chronologically and numerically. (Occasionally, official.) 4 x 9 $\frac{1}{2}$ envelopes, 497 ft. 6 in., in metal containers. 1st door, right of main entrance (Bldg. A). (48)

26. MEMBERS' HISTORY RECORD, 1895 - 1929. Domestic and military record. Filed numerically. (Rarely, official.) 11 $\frac{1}{2}$ x 16 vols., 5 ft., in wooden boxes. Dirty, bindings broken. NE. corner of basement (Bldg. A). (83)

27. GENERAL CORRESPONDENCE AND INSPECTION REPORTS, 1913 - 1932. Application for admittance, report of weekly inspection, requests for transportation by veterans, requests for discharge papers, renewal of furlough and inquiries from relatives of veterans. Filed chronologically. (Seldom, official.) 4 x 8 $\frac{1}{2}$ paper packages, 14 ft., in pasteboard boxes on wooden bench. Dirty, torn, scattered. Vault in basement (Bldg. A). (71)

28. CONSOLIDATED MORNING REPORT, 1925 - 1934. Report is made on each barrack, showing number of veterans present, on furlough, away without leave, and transfers to the hospital. (Rarely, official.) 12 x 18 vols., 13 ft., in wooden box. Dirty, torn, scattered, damaged by water, vermin, and rodents; bindings broken. NE. corner of basement (Bldg. A). (80)

29. MEMBERS' SERVICE RECORDS, May 23, 1933 to date. Application for admittance to Facility and correspondence pertaining to same, clothing record, copy of discharge from military or naval service, and assignment to barracks or hospital. Filed numerically and chronologically. (Occasionally, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 79 ft. 2 in., in 38 steel filing case drawers. 1st floor (Bldg. A). (52)

30. MISCELLANEOUS VETERANS' CORRESPONDENCE, 1934 - 1936. Application for membership not approved, reports of weekly inspection correspondence with relatives of members, requests by veterans for service discharge and for transportation, requests for extension of furlough; pertains to veterans or relatives of veterans requesting information in regard to admittance to the home or relatives who are members of the home. (Seldom, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 4 ft. 2 in., in 3 steel filing case drawers. 1st floor (Bldg. A). (51)

Mails and Records

31. DEATH RECORD, Jan. 1, 1893 - May 1903. Furnishes date of death, register number, name, organization; also gives place, cause of death of members of family between years of 1893 to 1903. The number of the grave was given prior to Mar. 20, 1896. (Never.) 8 x 16 vols., 1 in., on floor with other books. R. 24, W. wing of basement (Bldg. D). (11)

32. DEATH MEMORANDA, 1897 - 1920. Complete report on each patient, from the time he entered hospital until death. (Never.) 6 x 9 folded papers, 10 ft. 6 in., in folded document holder and 4 pasteboard boxes. Dirty. R. 24, W. wing of basement (Bldg. D). (28)

33. HOSPITAL LETTER COPYING BOOKS, Oct. 1, 1908 - Mar. 17, 1912. Carbon copies of correspondence relating to the hospital. Filed chronologically. (Never.) 10 x 12 vols., 1 ft., on floor. Ink faded. R. 24, W. wing of basement (Bldg. D). (9)

34. GENERAL HOSPITAL RECORDS, 1910 - 1926. Itemized accounts show amount of cash, order and time books, clothing issued, laboratory examinations. (Rarely, official.) 6 x 10 vols., 9 ft., stacked against wall. Dirty, bindings broken. R. 24, W. wing of basement (Bldg. D). (27)

35. GENERAL CORRESPONDENCE, 1913 - 1925. Miscellaneous communications relative to activities of the hospital division. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, paper packages, and folded papers, 8 ft., in steel filing case drawer and in wooden boxes. Dirty, scattered. R. 24, W. wing of basement (Bldg. D). (29)

Personnel Unit

36. GENERAL TIME BOOK, Oct. 1903 - Nov. 1907. Recorded time worked. (Never.) 15 $\frac{1}{2}$ x 19 vols., 10 $\frac{1}{2}$ in., on table. Basement (Bldg. A). (45)

37. EMPLOYMENT SERVICE RECORD CARDS, 1907 to date. Employment record, with service credits, and retirement applications. Filed under divisions. (Daily, official.) 5 x 8 cards, 7 in., in drawer in card cabinet. NW. corner room (Bldg. A). (37)

38. PAY-ROLL RECORD CARDS, May 1908 - May 1931. Showing days worked per month by individual employees. Filed chronologically. (Occasionally, official.) 4 x 6 cards, 36 ft. 6 in., in 19 drawers in card cabinet. Basement (Bldg. A). (44)

39. PERSONNEL RECORDS, 1922 - June 30, 1933. Correspondence and veterans' reports. Sent from discontinued Kansas City Veterans' Bureau agency. (Never.) 9 $\frac{1}{4}$ x 11 $\frac{3}{4}$ folders, 2 ft., in 2 steel filing case drawers. Basement (Bldg. A). (31)

40. PERSONNEL JOURNAL, Apr. 6, 1926 - June 26, 1933. Record of appointments, changes of status and resignations. This journal was transferred to the Veterans' Administration from the Veterans' Bureau, Kansas City, Missouri which has since been discontinued. Filed chronologically. (Never.) 12 x 18 vols., 2 in., in steel filing case drawer. Basement (Bldg. A). (43)

41. CORRESPONDENCE AND REPORTS, Dec. 1930 - Dec. 1935. Correspondence with Civil Service district secretary concerning vacancies, consolidated monthly reports of personnel changes, salary impoundments and waive notices, annual reports of leave, and monthly pay-roll estimates. Filed chronologically. (Rarely, official) 9 $\frac{1}{4}$ x 11 $\frac{3}{4}$ folders, 1 ft. 3 in., in 2 steel filing case drawers. NW. corner, 1st floor (Bldg. A). (42)

42. INACTIVE RECORDS OF EMPLOYEES' ABSENCE, May 1931 - Dec. 1935. Record of leave used by calendar year. It is kept separate from the active leaves of the absence record. (Never.)

43. ACTIVE PERSONNEL FOLDERS, May 1, 1931 to date. Containing all the changes in status or information concerning active personnel. (Weekly, official.) $10\frac{1}{4}$ x $11\frac{3}{4}$ folders, 9 ft., in 4 steel filing case drawers. SW. corner room (Bldg. A) (32)

44. EMPLOYEES' INACTIVE SERVICE RECORD CARDS, May 1931 to date. Consolidated service record of formerly employed members. (Daily, official.) 5 x 8 cards, 6 in., in drawer of card cabinet. NW. corner room (Bldg. A). (39)

45. INACTIVE PERSONNEL FOLDER, May 1, 1931 to date. Correspondence and a complete record of inactive personnel. Filed alphabetically. (Occasionally, official.) $10\frac{1}{4}$ x $11\frac{3}{4}$ folders, 6 ft., in 3 steel filing case drawers. SW. corner room (Bldg. A). (33)

46. MISCELLANEOUS PERSONNEL CORRESPONDENCE, May 1, 1931 to date. Pertaining to the selection of personnel and questions pertaining thereto. (Daily, official.) $10\frac{1}{4}$ x $11\frac{3}{4}$ folders, 2 ft. 6 in., in 2 filing case drawers. NW. corner, 1st floor (Bldg. A). (30)

47. PERSONNEL JOURNAL, May 1, 1931 to date. Showing the records of appointments and changes in status. Filed chronologically. (Occasionally, official.) 12 x $18\frac{3}{4}$ vols., $1\frac{1}{2}$ in., in steel filing case drawer. NW. corner of building (Bldg. A). (46)

48. TABLE OF ORGANIZATION, July 1932 to date. Chart showing the authorized positions on the Facility. (Occasionally, official.) 8 x 10 cards, $\frac{1}{4}$ in., in steel filing case drawer. NW. corner (Bldg. A). (38)

49. ACTIVE ABSENTEE RECORD, 1936. Statement of absent days during calendar year. This report is transmitted to the finance office for leave without pay deduction, including an annual consolidated report of same. (Daily, official.) 5 x 8 cards, $3\frac{1}{4}$ in., in 2 compartment wooden boxes with cover. NW. corner of room (Bldg. A). (41)

Medical Division

50. HOSPITAL RECORD BOOKS, 1885 - 1920. Detailed record of patients' deposit accounts, clothing issued, sick calls and deaths. (Never.) 12 x 18 vols., 7 ft., on cement floor. Dirty, bindings broken. R. 24, W. wing of basement (Bldg. D). (26)

51. NURSES' RECORD BOOKS, 1885 - 1920. Supply orders and time record of nurses on duty, patient's condition and medical care given. (Never.) $6\frac{1}{2}$ x $11\frac{1}{2}$ vols., 36 ft., on floor in corner. R. 24, W. wing of basement (Bldg. D). (12)

52. CLINICAL MEMORANDA, Oct. 1920 to date. Complete information on medical treatment and examination. Filed numerically. (Occasionally, official.) 8 x $10\frac{1}{2}$ folders, 144 ft., in 15 filing case drawers and on 7 wooden shelves. R. 27, west wing of basement (Bldg. D). (1)

53. CLINICAL RECORDS, Jan. 25, 1921 - Apr. 6, 1933. Medical reports of each patient while in the hospital. 5 x 8 alphabetical index, 8 ft. 5 in. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 371 ft., on wooden shelves. Dirty. R. 27, west wing of basement (Bldg. D). (21)
54. INTERPRETATIONS OF OLD X-RAY FILMS, July 1, 1921 to date. Elucidations indicate kind and location of disease. 4 x 6 card index. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders and cards, 2 ft., in steel filing case drawer and in drawer in card cabinet. R. 236, 4th floor (Bldg. D). (108)
55. CLINICAL RECORDS, 1923 - 1936. Graphic and weight charts, ward surgeons' and nurses' progress treatment records, and dental reports. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 2 ft., in steel filing case drawer. R. 205 (Bldg. D). (17)
56. X-RAY REPORTS, Feb. 1927 - Apr. 1933. Detailed analysis of clinical diagnosis and X-ray findings. Filed numerically. (Never.) 9 x 11 $\frac{1}{2}$ folders, 2 ft. 2 in., wrapped in paper and tied. R. 27, W. wing of basement (Bldg. D). (10)
57. CLINICAL HISTORY RECORDS, Nov. 11, 1927 to date. Complete record of each patient admitted for general medical treatment. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 2 ft. 1 in., in steel filing case drawer. R. 228 (Bldg. D). (13)
58. GENERAL OFFICE FILES, SOCIAL SERVICE WORK, 1930 to date. Records include data, correspondence, patients, family history and personal problems, bonus and insurance applications. Arranged alphabetically by card index. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft. 6 in., in 4 steel filing case drawers. R. 101 (Bldg. D). (98)
59. TISSUE REPORTS, May 27, 1930 - Apr. 14, 1933. Examination reports of patients, contains name, class registration number, preliminary diagnosis and a microscopic examination. Arranged numerically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 2 in., wrapped in paper and tied. W. wing of basement (Bldg. D). (8)
60. ORDER FOR PHYSICAL EXAMINATION, Oct. - Nov. 1930. Indicates age, disability, weight and height and mental condition of patients examined. (Never.) 3 $\frac{1}{2}$ x 8 loose papers, 4 $\frac{1}{2}$ in. 1st door right of stairs in basement (Bldg. B). (101)
61. NURSES' DAILY TIME BOOK, Feb. 1, 1933 to date. Nurses' and attendants' time records. Filed chronologically. (Daily, official.) 6 x 12 vols., 1 ft. 6 in., on shelf under wooden table. R. 103 (Bldg. D). (36)
62. CORRESPONDENCE OF CHIEF MEDICAL OFFICER, 1933 - 1936. General correspondence, records of inspection and recommendations of the Chief Medical Officer in charge, Washington, D. C. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 in., in steel filing case drawer. R. 104 (Bldg. D). (2)
63. CLINICAL LABORATORY RECORDS, 1935 to date. Memoranda of laboratory examinations. Filed alphabetically. (Daily, official.) 5 x 8 report sheets, 1 ft. 6 in., in wooden box. R. 319, center wing, 3d floor (Bldg. D). (25)

64. CLINICAL HISTORY MEMORANDA, Sept. 4, 1933 to date. Includes the physical examination, personal history, graphic and weight chart, X-ray laboratory, dental and consulting physician's report, ward surgeon and nurses' progress and treatment record. Filed chronologically. (Daily, official.) $8\frac{1}{2} \times 11\frac{1}{2}$ folders, 6 ft. 6 in., in 4 steel filing case drawers. R. 525 (Bldg. D). (49)
65. CLINICAL ORTHOPEDIC RECORD, Oct. 1933 to date. Includes the physical examination, personal history, laboratory X-ray, dental reports, graphic and weight chart, ward surgeons' and nurses' progress and treatment record. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 1 ft. 10 in., in steel filing case drawer. R. 128 (Bldg. D). (81)
66. CLINICAL NEUROPSYCHIATRIC MEMORANDA, Nov. 1933 to date. Includes that of the physical examination, personal history, X-ray laboratories, dental graphic and weight chart, consultation and operation, ward surgeons' and nurses' treatment and progress record; pertains to patients admitted to this hospital for mental treatment (Neuropsychiatric) and a complete history of the treatment is recorded in the clinical record. Filed chronologically. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 1 ft. 6 in., in steel filing case drawer. R. 22 (Bldg. D). (53)
67. CLINICAL ACCOUNT RECORDS, 1934 - 1936. Dental, ward surgeons' and nurses' reports, graphic and weight charts; gives a complete account of the patient from the time he enters the hospital until the date of discharge. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 151 ft., in 84 filing case drawers. R. 111 (Bldg. D). (3)
68. CLINICAL EXAMINATION RECORDS, July 1934 to date. Complete record of each patient including graphic and weight charts, X-ray and other examination findings, consultation and decisions. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 2 ft. 1 in., in steel filing case drawer. R. 325 (Bldg. D). (14)
69. CLINICAL RECORDS, Jan. 11, 1935 to date. Dental reports, graphic and weight charts, ward surgeons' and nurses' progress and treatment records. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 3 ft. 5 in., in filing case drawer. R. 105 (Bldg. D). (16)
70. CLINICAL HISTORY DATA, Mar. 26, 1935 to date. Graphic and weight charts, ward surgeons' and nurses' progress and treatment records. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 11 in., in steel filing case drawers. R. 425 (Bldg. D). (15)
71. CLINICAL RECORDS, Oct. 19, 1935 to date. Graphic and weight charts, ward surgeons' and nurses' progress and treatment records. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 1 ft. 11 in., in steel filing case drawer. R. 505 (Bldg. D). (18)
72. CLINICAL RECORDS, Nov. 1935 to date. Dental report, graphic and weight charts, ward surgeons' and nurses' progress and treatment records; pertains to patients admitted to this hospital for genito urinary treatment and a complete record of the treatment may be found in the clinical record. Filed chronologically. (Daily, official.) $9\frac{1}{2} \times 11\frac{1}{2}$ folders, 1 ft. 1 in., in steel filing case drawer. R. 305 (Bldg. D). (47)

73. CLINICAL RECORDS, Dec. 1935 to date. Includes X-rays, dental operations, and consultation report, graphic and weight chart, ward surgeons' and nurses' progress and treatment record; pertains to patients admitted to this hospital for minor surgical operations. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 10 in., in steel filing case drawer. R. 405 (Bldg. D). (55)

74. CLINICAL RECORDS, May 16, 1936 to date. Graphic and weight charts, ward surgeons' and nurses' progress and treatment records. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, 10 in., in steel filing case drawer. R. 212 (Bldg. D). (19)

Dental Unit

75. RECORD OF GOLD BEARING APPLIANCES, 1931 - 1936. Ledger on gold status. Entered chronologically. (Daily, official.) 8 x 10 vols., 2 in., in vault. R. 317, center wing of 3d floor (Bldg. D). (5)

76. DENTAL RECORDS, 1933 - 1936. Relief requested and authorized, consists of Forms, 2570 and p 2614. Form 2570 includes the name of patient and date of examination. Form p 2614 pertains to condition of teeth, amount of relief requested and authorized by the ward doctor. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 5 ft., in 4 steel filing case drawers. R 317, 3d floor (Bldg. D). (24)

Supply Division

77. INVENTORIES OF DECEASED MEMBERS' EFFECTS, Feb. 1897 - Mar. 22, 1928. Records of personal property and valuation. Filed chronologically. (Never.) 8 x $10\frac{1}{2}$ vols., 2 ft. 6 in., on floor. Torn, scattered. Basement. 1st door right of stairs (Bldg. A). (94)

78. CORRESPONDENCE, 1900 - 1931. Communications covering clothing transfers. Filed chronologically. (Never.) 10 x 12 vols., 5 ft., on 2 shelves. Dirty, torn. Vault in NE. corner of basement. (Bldg. C). (106)

79. APPLICATION FOR EFFECTS OF DECEASED MEMBERS, 1901 - 1925. Form 38a gives address of applicant, relation to deceased veteran, date of death of veteran, date applicant was paid and voucher number and amount paid to applicant; Form 38a is accompanied by Form 38b when application is made by other than widow of veteran pertaining to applications and correspondence of relatives of deceased veterans and sworn to by notary authorizing their right to the effects of veteran. Filed chronologically and numerically. (Seldom, official.) 8 x 10 folded papers, 29 ft., in 14 steel filing case drawers, and in 38 folded document holders. Vault in center of basement (Bldg. A). (79)

80. GENERAL REQUISITION CORRESPONDENCE, 1915 - 1936. Includes standard short form contracts, proposals, letters to and from firms, and contracts of all supplies purchased by the Facility. Filed chronologically. (Weekly, official.) $9\frac{1}{2}$ x 11 envelopes, 36 ft., on 9 shelves. R. 41, SE. Corner, 2d floor (Bldg. C). (87)

81. PURCHASE ORDERS, 1917 - 1931. Record of articles purchased on order showing number, purchase date, from whom purchased, cost of articles,

contract number, and delivery date. Filed chronologically. (Never.)
8 $\frac{1}{2}$ x 11 loose-leaf books, 5 ft., on shelf. Dirty, torn. NE. corner of
basement in vault (Bldg. C). (107)

82. PROPERTY RECORD CARDS, 1930 to date. Expendable and non-expendable
property. Filed numerically. (Daily, official.) 5 x 8 cards, 9 ft., in
9 steel filing case drawers. 1st floor (Bldg. C) (61)

83. DEATH RECORDS, Jan. 1930 to date. Indicates disposition of the
body; shows date and time of death, register number, property inspector's
name, type of transportation, time of shipment, destination and under-
taker's name. (Occasionally, official.) 7 x 12 folders, 1 in., in drawer
in card cabinet, wrapped in paper and tied. R. 2, W. basement (Bldg. D).
(7)

84. CONSOLIDATED MEMORANDA RECEIPTS, July 1930 to date. Consolidated
memoranda sheets of the Facility; record of all non-expendable property
charged to each station. Filed chronologically and numerically. (Frequently,
official.) 8 x 10 $\frac{1}{2}$ folders, 7 ft., in 4 steel filing case drawers. 1st
floor (Bldg. C). (58)

85. UNITED STATES GOVERNMENT REQUESTS, 1931 - 1936. Requests for meal
and lodging. These requests are authority for a veteran to receive a meal
or lodging at any restaurant or hotel. Filed numerically. (Daily, official.)
4 $\frac{1}{2}$ x 8 cards, 2 ft. 4 in., in 2 steel filing case drawers. 1st floor, 2d
door left of main entrance (Bldg. A). (86)

86. PROPERTY VOUCHERS, Mar. 12, 1934 to date. Record of all property
acquired. This information is transferred to the property record card.
Filed chronologically and numerically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders,
5 ft., in 4 steel filing case drawers. 1st floor (Bldg. C). (60)

87. DEALERS' JACKETS, July 1, 1934 to date. Contain copies of records
pertaining practically to all of the transactions carried on with the dealers
in question showing copies of unaccepted bids, abstracts of proposal state-
ments and certificates of award, copies of letters to and from firms. Filed
alphabetically and chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$
folders, 11 ft., in 5 steel filing case drawers. 1st floor (Bldg. C). (69)

88. TRAVEL ORDERS, July 1, 1934 to date. Issued by the manager to
patients. This record is the authority for issue of government transporta-
tion, meal or special transportation requests. Filed chronologically.
(Occasionally, official.) 3 $\frac{1}{2}$ x 8 $\frac{1}{2}$ cards, 31 ft., in 15 drawers. 1st floor
(Bldg. C). (62)

89. GENERAL SUPPLY CORRESPONDENCE, July 1, 1934 to date. Communications
to and from supply officer. Indexes. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders,
6 ft. 1 in., in steel filing case drawer. 1st floor (Bldg. C). (91)

90. MAILING LIST CARDS, July 1934 to date. Containing the names and
addresses of prospective bidders for the different classes of supplies for
the Facility. Showing pertinent information relative to dealers, such as

failure to deliver purchases or shipments which were rejected because of poor quality. Filed alphabetically by subjects. (Weekly, official.) 3 x 5 folders, 9 ft., in 2 steel filing case drawers. 1st floor, 1st room on left (Bldg. C). (90)

91. MEMORANDA COPIES OF DEPOT REQUISITIONS, July 1, 1934 to date. Requisitions for supplies. 8 x 10 volume index, $\frac{1}{2}$ in. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer. 1st floor (Bldg. C). (66)

92. MEMORANDA COPIES OF MEAL REQUESTS, July 1, 1934 to date. Issued to patients traveling to and from the Facility for meals; memoranda copies give the Facility a record of cost of meals issued to patients who are discharged or entering the Facility. Filed chronologically and numerically (Occasionally, official.) 4 x 8 cards, 4 ft., in 14 drawers. 1st floor (Bldg. C). (64)

93. EXPENDABLE ISSUE LIST, Dec. 1934 to date. Consolidated record of all monthly issues of expendable property. The monthly report is sent to the central office in Washington. Filed chronologically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 7 ft., in 4 steel filing case drawers. 1st floor (Bldg. C). (59)

94. PATIENTS' OR MEMBERS' CLOTHING CARDS, 1935 to date. Itemized record of clothing in possession of the members upon admission. Filed alphabetically. (Daily, official.) 4 x 6 cards, 8 in., in drawer in transfer case. R. 102 (Bldg. D). (35)

95. PATIENTS' CLOTHING CARD RECORDS, May 1935 to date. Applications for clothing and repairs. Arranged alphabetically. (Daily, official.) 8 x 10 loose forms in vertical file, 6 in., in steel filing case drawer. R. 102 (Bldg. D). (34)

96. RECORD OF COMPLETED WORK, July 1935 to date. Labor and material reports to chief medical officer in Washington pertaining to the orthopedic department, and the ward surgeons' requisitions for appliances, or orthopedic shoes for patients in the hospital. (Occasionally, official.) 9 $\frac{1}{2}$ x 12 envelopes, 9 in., in glass front cabinet. R. 5 (Bldg. D). (20)

97. CONTRACT FOLDERS, July 1, 1935 to date. Government contracts for the purchase of supplies and equipment, contract number, name of contracting firm, name of item or items, unit of price or prices and information regarding delivery. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in steel filing case drawer. 1st floor (Bldg. C). (57)

98. CONTRACTS, July 1, 1935 to date. Contracts of miscellaneous supplies and services. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft. 1 in., in 2 steel filing case drawers. 1st room on left, 1st floor (Bldg. C). (88)

99. PROPOSAL JACKETS, July 1, 1935 to date. Includes copies of proposals of items to be purchased locally, also bidding lists and other relative information pertaining to advertising for bids and method of

delivery. Filed chronologically and numerically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 6 ft., in 5 filing case drawers. 1st floor (Bldg. C). (68)

100. RETAINED COPIES OF FISCAL PROPERTY, July 1, 1935 to date. Vouchers for the payment of accounts in the Facility gives the name and location of Facility, symbol to which the account is charged, name and address of contracting firms, number and date of purchase order, date of receipt of supplies, receipt of quantity, total amount of vouchers and contract terms. Volume index. Arranged numerically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in steel filing case drawer. 1st floor (Bldg. C). (67)

101. MEMORANDUM COPIES OF TRANSPORTATION REQUESTS, July 1, 1935 to date. Record gives the Facility an itemized list of transportation charges of incoming and outgoing patients. Filed numerically. (Occasionally, official.) 3 $\frac{1}{4}$ x 7 $\frac{1}{2}$ small boxes, 30 ft., in drawers. 1st door on left, 1st floor (Bldg. C). (92)

102. MEMORANDA OF GOVERNMENT BILLS OF LADING, July 1, 1935 to date. Bills of lading show serial numbers of issuing agency, agency to which issued, allotment symbol, authority for issue, description of article forwarded and points to which shipped. Used by this Facility and issued to contracting firms to cover transportation of incoming and outgoing supplies. 8 x 10 volume index, 1 in. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, 2 in., in steel filing case drawer. 1st floor (Bldg. 6). (65)

103. REQUISITION COPIES, July 1, 1935 to date. Copies of requisitions for supplies and equipment requested from the central office, Washington, D. C. for the proper operation of this Facility. 8 x 10 $\frac{1}{2}$ in. volume index. (Occasionally, official.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ folders, 1 ft., in drawer. 1st room on left, 1st floor (Bldg. C). (89)

104. SPECIAL TRANSPORTATION REQUESTS, July 1, 1935 to date. Issued to outgoing or incoming patients to cover transportation between points that are not served by railroads, bus lines, or the usual method of transportation. Filed chronologically and numerically. (Occasionally, official.) 4 x 8 cards, 11 ft., in 2 drawers. 1st floor (Bldg. C). (63)

105. SUBSISTENCE AND SUPPLY DATA, Feb. 1, 1936 to date. Business letters, estimated tabulations and statistical records. Filed alphabetically. (Daily, official.) 9 x 11 folders, 7 in., in 4 wooden filing case drawers. N. entrance, 1st floor (Bldg. E). (6)

Utility Division

106. BLUE PRINTS OF BUILDINGS, 1887 - 1933. Used in construction of many original buildings at the home. (Seldom, official.) Various sized rolls, approximately 3 in., on wooden shelf, SE. corner room, 2d floor (Bldg. C). (99)

107. REQUESTS FOR REPAIR ORDERS, 1903 - 1931. Authorization of approval, department and place of repairs, by whom, date, and parts

repaired. Filed chronologically. (Never.) 7 x 8 paper packages, 77 ft. 6 in., on 8 wooden shelves. Brittle, dirty, torn. NE. corner of vault (Bldg. C). (93)

108. WORK ORDERS, 1923 - 1926. Showing orders given to employees of the Utility Office when it was desired to call attention to some particular work to be done at a specified time. (Never.) 5 x 8 loose papers, 5 ft., in pasteboard boxes. SE. corner on 2d floor (Bldg. C). (56)

109. BLUE PRINTS, 1933 to date. Giving accurate information on location and division of buildings. (Daily, official.) 18 x 20 large sheets, $\frac{1}{2}$ in., in drawers of wooden filing cabinet. 1st door right of N. entrance (Bldg. C). (100)

WICHITA

VETERANS' ADMINISTRATION FACILITY

5500 E. Kellogg St.

- (1) Main Hospital Bldg.
- (2) Dining Hall, Cafeteria, Kitchen, Refrigeration Room and Attendants' Quarters
- (3) Administration Bldg.
- (4) Recreation Bldg.
- (5) Garage (Fire Engine and Ambulance)
- (6) Transformer and Animal House
- (7) Waterhouse and Water Softener Room
- (8) Boiler House
- (9) Laundry Bldg.

This office was originally a district office of Region Nine. In 1925 it became a Regional Office. Since 1930 it has been a Veterans' Administration Facility and represents a combination of the Veterans' Bureau, the National Home Service and the Bureau of War Risk Insurance. This Facility is one of the finest in the United States and has buildings which are considered show places of the State. There is also a hospital located at Wichita, although the great diagnostic center for Kansas is situated at Wadsworth near Leavenworth. Fifty-six linear feet of records dated January 16, 1932, have been sent for storage to the Veterans' Administration Supply Depot at Perry Point, Maryland. For further information about them, see Series XII, The Veterans' Administration, No. 19, Maryland, P. 52.

Adjudication Division

110. CLAIMS, Jan. 1919 to date. Filed by ex-service men for compensation. 3 x 5 card index, 24 ft. This is index referred to in abstracts 302-307, pp. 14, 15, 18. (Daily, official.) 9 x 12 folders and 3 x 5 cards, 708 ft., in 156 wooden filing drawers, 300 steel filing drawers, and in 21 drawers in oak card cabinets. R. 1, basement (Bldg. 3). (301)

111. PENSION CASES, Jan. 1919 to date. Spanish-American war veterans' pension. Index in abstract 301, p. 13, serves as index to this file. (Daily, official.) 9 x 12 folders, 29 ft., in 3 steel filing case drawers and 21 drawers in card cabinets. R. 1, basement (Bldg. 3). (305)

112. CANADIAN CASES, Jan. 1919 to date. Claims of Canadian ex-service men for compensation. Index in abstract 301, p. 13, serves as index to this file. (Daily, official.) 9 x 12 covers, 4 ft. 6 in., in 3 drawers in steel transfer case. R. 1, basement (Bldg. 3). (303)

113. MINORS SECTION 201, GENERAL ORDER 380, Jan. 1930 to date. Claims filed for minor children of ex-service men. Index in abstract 301, p. 13, serves as index to this file. (Daily, official.) 9 x 12 covers, 1 ft. 6 in., in steel case drawer. R. 1, basement (Bldg. 3). (304)

Finance Division

114. RECORDS OF MISCELLANEOUS DISBURSEMENTS, Jan. 1925 - July 1932. Form 915, disbursements to beneficiaries. Filed alphabetically. (Never.) 5 x 8 paper packages, 2 ft. 8 in., on open shelf. Warehouse vault, NE. corner (Bldg. 7). (255)

115. REMITTANCE LISTING SHEET, Nov. 1929 - Sept. 1932. Form 830, on Government insurance. Filed chronologically. (Never.) 8 x 11 paper packages, 1 ft. 7 in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (259)

116. FINANCE REPORT, Apr. 1930 - May 1934. Form 1194, report of incorrect distribution of collections on certificates of deposit. Filed chronologically. (Never.) 9 x 12 paper packages, 1 in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (263)

117. FINANCE REPORT, July 1930 - Feb. 1935. Form 1086, daily summary of ledger postings of disbursing office (Field Service.) Filed chronologically. (Never.) 8 x 13 paper packages, 2 ft. 10 in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (291)

118. ALLOTMENT LEDGER SHEETS, July 1930 - June 1931. Recording of encumbrances, liquidation, and payments of accounts. Filed chronologically. (Never.) $10\frac{1}{2}$ x $15\frac{1}{2}$ paper packages, $6\frac{1}{2}$ in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (258)

119. FIELD SERVICE REPORTS, June 1931 - June 1932. Payment on loans on adjusted service certificates. Filed alphabetically. (Never.) $2\frac{1}{2}$ x $3\frac{1}{2}$ paper packages, 1 ft. 3 in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (262)

120. CWA PAY-ROLLS, Dec. 1933 - Mar. 1934. Form L 7B. Filed chronologically. (Never.) $8\frac{1}{2}$ x 11 paper packages, $1\frac{1}{2}$ in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (256)

Office of the Manager

121. CANCELED ORDERS ON REGULATION AND PROCEDURE, 1925 to date. From various departments of Veterans' Administration. Filed by departments. (Never.) 8 x 10 $\frac{1}{2}$ folders, 8 in., in steel filing case drawer. R. 145 (Bldg. 1). (463)
122. CORRESPONDENCE, Mar. 1928 - May 1932. Form 197, relative to reports of inactive records. Filed chronologically. (Never.) 8 $\frac{1}{2}$ x 10 $\frac{1}{2}$ packages, 1 in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (257)
123. TELEGRAMS, Jan. 1933 to date. Incoming. Filed chronologically. (Daily, official.) 5 $\frac{1}{2}$ x 8 paper packages, 2 ft. 7 in., in 2 wooden filing case drawers. R. 147 (Bldg. 1). (282)
124. MISCELLANEOUS FILE, Nov. 1933 to date. Time records; general instructions from central office; gas and oil consumed by all official cars. Filed by subject. (Daily, official.) 9 x 12 folders, 6 in., in wooden desk drawer. R. 204 (Bldg. 3). (275)
125. GENERAL CORRESPONDENCE, Nov. 1933 to date. Pertaining to Utilities Division. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft. in 3 steel filing case drawers. R. 204 (Bldg. 3). (273)
126. RECORD OF CASE, Nov. 1933 to date. Veterans' case file which leaves the office temporarily to be sent to the central office, Washington, D. C.; maintained to provide important information in case the veteran applies for hospitalization during absence of folder. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 in., in drawer in wooden card cabinet. R. 125 (Bldg. 1). (466)
127. OFFICERS OF THE DAY BOOK, Nov. 15, 1933 to date. Minutes of daily routine. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 2 $\frac{1}{2}$ in., in steel filing case drawer. R. 145 (Bldg. 1). (460)
128. REPORTS AND CORRESPONDENCE, Nov. 1933 to date. Instructions relating to administration of this department and correspondence. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in steel filing case drawer. R. 142 (Bldg. 1). (484)
129. GENERAL FILE, Nov. 1933 to date. Record of admission and discharge of patients, patients on leave, monthly statements, and miscellaneous items. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 4 in., in steel desk drawer. R. 142 (Bldg. 1). (491)
130. GENERAL FILE, Nov. 1933 to date. Records of fever patients; miscellaneous station orders; standard equipment and supplies; clinical record sheets; and property list. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 3 in., in steel filing case drawer. R. 141 (Bldg. 1). (498)
131. SUPPLEMENTAL REGULATIONS AND ORDERS, Nov. 1933 to date. From the office of the administrator supplementing the printed regulations and

procedures. 8 x 10 $\frac{1}{2}$ volume index, 1 $\frac{1}{2}$ in. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 5 $\frac{1}{2}$ in., in steel filing case drawer. R. 145 (Bldg. 1). (480)

132. CORRESPONDENCE, SUPPLY SERVICE, Nov. 1933 to date. Letters of instructions and of regulations pertaining to the supply service of the Veterans' Administration. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel filing case drawer. R. 145 (Bldg. 1). (482)

133. COMPTROLLER GENERAL OF THE UNITED STATES, Nov. 1933 to date. Interpretations and decisions by the Comptroller General concerning legislation and regulations of veterans' affairs. Filed chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 folders, 3 in., in steel filing case drawer. R. 145 (Bldg. 1). (483)

134. GENERAL FILE, Nov. 1933 to date. Station orders; requisitions; memoranda; property and utility memoranda; requisitions for expendable properties; consolidated reports of ward activities; outlines of lectures; and general correspondence pertaining to plans and activities of the chief nurse. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel desk drawer. R. 126 (Bldg. 1). (527)

135. GIFTS DONATED, Nov. 19, 1933 to date. Record of gifts received for use and distribution. An unofficial record for use in recreational building and gifts for distribution to patients. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 3/4 in., in wooden drawer. R. B-3 (Bldg. 4).

136. RECREATIONAL FILE, Nov. 1933 to date. Report of gifts; letters requesting entertainment; radio, Armistice, Memorial programs and Christmas decorations. On subjects pertaining to recreational programs given for benefit of patients and visitors. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 in., in steel filing case drawer. R. B-4 (Bldg. 4). (542)

137. REFERENCE FILE, Nov. 15, 1933 to date. Copies of Veterans' Administration medical Form 2593. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 9 in., in 2 wooden drawers in card cabinet. R. 128 (Bldg. 1). (471)

138. REPORT OF BEDS UNOCCUPIED, Nov. 24, 1933 to date. Received by local agency from Washington showing beds unoccupied in all Hospital Facilities of Veterans' Administration. Filed chronologically. (Daily, official.) 13 x 17 paper packages, 2 in., in 2 steel filing case drawers. R. 145 (Bldg. 1). (461)

139. TIME RECORDS, Dec. 1933 - Feb. 1934; May 1934 - Sept. 1935. Work orders and time records of relief labor. (Between Feb. 1934 and May 1934 there was no relief labor used.) Filed chronologically. (Never.) 4 x 12 paper packages, 4 ft., on top of steel filing cabinets. R. 204 (Bldg. 3). (271)

140. MOTION PICTURE ENTERTAINMENT, Mar. 12, 1934 to date. Picture show programs, film reviews, and contracts and correspondence with picture production companies. Filed by subject. (Weekly, official.) 9 x 12 folders, 10 in., in steel filing case drawer. R. B-4 (Bldg. 4). (543)

141. REGISTER, Apr. 1934 to date. Report of intake patients showing date of admission, name, government compensation number, classification, register number, and disposition of patient from intake ward. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 3/4 in., in wooden desk drawer. R. 222 (Bldg. 1). (532)

142. LIVESTOCK RECORD BULK ISSUES, May 1934 to date. Monthly inventory of mice, guinea pigs and rabbits. Filed chronologically. (Monthly, official.) 8 $\frac{1}{2}$ x 11 paper packages, $\frac{1}{4}$ in., on shelf in enclosed wooden cabinet. Animal House (Bldg. 6). (278)

143. TIME RECORDS, June 5, 1935 to date. Of employees. Filed chronologically. (Rarely, official.) 8 x 10 vols., 1 in., in steel filing case drawer. R. 104 (Bldg. 2) (474)

144. PATIENTS IN OTHER HOSPITALS, July 1, 1933 to date. Form 2593, record of patients under jurisdiction of this Facility but receiving care in other Veterans' Administration hospitals. Filed alphabetically. (Daily, official.) 5 x 8 cards, 6 in., in drawer in wooden card cabinet. R. 125 (Bldg. 1). (467)

Mail and Records Unit

146. ABSTRACT CARDS, Jan. 1919 to date. Abstracts of case files. 3 x 5 card index, 24 ft. (Daily, official.) 5 x 8 card dividers, 17 ft. 6 in., in 2 enclosed wooden tub files. R. 2 basement (Bldg. 3). (307)

147. RETIRED FILE, Jan. 1919 to date. Miscellaneous general correspondence. Index in abstract 301, p. 13, serves as index to this file. (Yearly, official.) 9 x 12 covers, 25 ft., in 16 drawers in steel transfer cases. R. 1, basement (Bldg. 3). (306)

148. MISCELLANEOUS CORRESPONDENCE, Dec. 1934 to date. Pertaining to general matters concerning ex-service men. Index in abstract 301, p. 13, serves as index to this file. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case drawer. R. 1, basement (Bldg. 3). (302)

149. CASE TRANSFERS, June 1935 to date. Form Number 7216, Receipted Copies. Filed alphabetically. (Daily, official.) 5 x 8 cards between dividers, 2 ft. 4 in., in oak filing case drawer. R. 2, basement (Bldg. 3). (284)

Medical Division

150. X-RAY FINDINGS, 1921 - 1933. Records of patients who have previously been X-rayed under the supervision of the Veterans' Administration. Filed alphabetically. (Weekly, official.) 4 x 6 cards, 8 ft. 8 in., in 8 drawers in wooden card cabinets. R. 161 (Bldg. 1). (518)

151. OUT-PATIENTS' FILE, Jan. 1921 - Nov. 1933. Laboratory data of patients treated under the regional office. Filed alphabetically. (Semi-annually, official.) 3 x 5 cards, 1 ft., in drawer in wooden card cabinet. R. 161 (Bldg. 1). (503)
152. IN-PATIENTS' FILE, Jan. 1921 - Nov. 1933. Laboratory data of patients treated under the regional office. Filed alphabetically. (Semi-annually, official.) 3 x 5 cards, 6 in., in drawer in wooden card cabinet. R. 161 (Bldg. 1). (517)
153. X-RAY CLINICAL FILE, INACTIVE, 1925 to date. Giving name, residence, complaint, and findings of the roentgenologist. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 in., in tub file consisting of wooden tray. R. 161 (Bldg. 1). (512)
154. X-RAY CLINICAL FILE, ACTIVE, 1925 to date. Giving name, residence, complaint, and findings of the roentgenologist. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft. 1 in., in 3 wooden trays in tub file. R. 161 (Bldg. 1). (511)
155. PATHOLOGICAL FILES, Jan. 1925 - Dec. 1930. Records of all disabilities of patients. Filed alphabetically. (Never.) 5 x 8 paper packages, 11 ft. 4 in., on open wooden shelf. NE. corner, Warehouse vault. (Bldg. 7). (546)
156. MEDICAL SUMMARY, Jan. 1928 - Mar. 1933. Examination reports. Filed alphabetically. (Never.) 9 x 12 folders, 4 ft., in official packing box. Warehouse vault, NE. corner (Bldg. 7). (292)
157. MEDICAL REPORTS, 1930 to date. Regional office dental master cards showing personal data concerning patient and treatment given. Filed alphabetically. (Never.) 5 x 8 cards, 1 ft. 7 in., in 3 drawers in wooden card cabinet. R. 106 (Bldg. 1). (509)
158. X-RAY CLINICAL AND ROENTGENOLOGICAL FILES, 1932 to date. Carbon copy of the findings of physician who interprets the X-ray film taken of the patient. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 3 ft., in 2 steel filing case drawers. R. 161 (Bldg. 1). (521)
159. CARD CATALOGUE FILE, Nov. 1933 to date. Of titles in Veterans' library prepared by acting librarian for library volumes. Filed alphabetically and numerically. (Daily, official.) 3 x 5 cards, 4 ft. 8 in., in 5 drawers in wooden card cabinet. R. B-3 (Bldg. 4). (539)
160. GENERAL FILE, Nov. 1933 to date. Correspondence, menus, and subsistence reports pertaining to the work of chief dietician. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 pockets, 1 ft. 4 in., in steel filing case drawer. R. 104 (Bldg. 2). (475)
161. AUTHORITIES, Nov. 15, 1933 to date. Files of consulting specialist regarding cases of patients. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 folders, 6 ft., in 12 steel filing case drawers. R. 145 (Bldg. 1). (458)

162. PATIENTS' "ACTIVE" FILE, Nov. 1933 to date. Cases of patients in hospital. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 4 in., in steel filing case drawer. R. 142 (Bldg. 1). (487)
163. HOSPITALIZATION FILES, Nov. 1933 to date. Showing record of domiciliary and hospitalization care. Individual record of each patient for admission to hospital held in active file until patient is discharged. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 in., in drawer of wooden card cabinet. R. 142 (Bldg. 1). (489)
164. CARD REGISTER OF PATIENTS, Nov. 15, 1933 to date. Discharged patients' file giving location of patient ward, residence address, date of admission, date of discharge, and folder record number. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 1 in., in 3 drawers in wooden card cabinet. R. 142 (Bldg. 1). (486)
165. CORRESPONDENCE, MEDICAL AND HOSPITAL SERVICE, Nov. 1933 to date. From central office, Washington, D. C. to medical director, relating to clinical department work and veterans' affairs. Filed chronologically. (Monthly, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel filing case drawer. R. 145 (Bldg. 1). (481)
166. OUT-PATIENTS' FILE, ACTIVE, Nov. 1933 to date. Card record of laboratory reports of patients not confined to the hospital. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 in., in drawer of wooden card cabinet. R. 161 (Bldg. 1). (513)
167. IN-PATIENTS' FILE, ACTIVE, Nov. 1933 to date. Card record of laboratory reports of patients confined to the hospital. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in drawer of wooden card cabinet. R. 161 (Bldg. 1). (514)
168. FILE OF DECEASED VETERANS, Nov. 1933 to date. Record of laboratory work done for patients who have died. Filed alphabetically. (Monthly, official.) 5 x 8 cards, 1 in., in drawer in wooden card cabinet. R. 161 (Bldg. 1). (516)
169. SPECIAL EXAMINATION FILE, Nov. 1933 to date. Giving results of examinations by attending specialist. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 3 ft. 4 in., in 2 steel filing case drawers. R. 101 (Bldg. 1). (504)
170. RECORD OF TREATMENTS, Nov. 1933 to date. Daily record of names of patients receiving eye, ear, nose or throat treatment. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ vols., 3/4 in., on secretary's desk. R. 101 (Bldg. 1). (501)
171. CLINICAL RECORDS, Nov. 1933 to date. List of donors for transfusions; food analysis; food handlers; positive serology; and water and milk analysis. Filed by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 7 in., in steel filing case drawer. R. 161 (Bldg. 1). (519)

172. ELECTRO-CARDIOGRAPH CHARTS, Nov. 1933 to date. Photographic charts showing heart action of the patient to assist in making diagnosis. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 pockets and 9 x 12 folders, 1 ft. 6 in., in steel filing case drawer. R. 161 (Bldg. 1). (520)
173. EXAMINATIONS, Nov. 1933 to date. Daily journal of examinations made of in and out patients on eye, ear, nose and throat. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., on secretary's desk. R. 101 (Bldg. 1). (500)
174. GENERAL FILE, Nov. 1933 to date. Clinical records, operations, office memorandum, supply memorandum, and personal file. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing case drawer. R. 101 (Bldg. 1). (502)
175. NIGHT REPORTS TO CHIEF NURSE, Nov. 1933 to date. General report from the night ward nurses to chief medical officer, then to the chief nurse showing orders for patient care, reports by nurse, routine duties, and reports on radical changes or special occurrences in patient's general condition. Filed chronologically. (Daily, official.) 8 x 14 vols., 1 ft. $\frac{1}{2}$ in., on closed shelf in sectional type bookcase. R. 126 (Bldg. 1). (526)
176. CLINICAL RECORD, INACTIVE FILE, Nov. 1933 - Dec. 1935. Giving diagnosis, condition of patient, X-ray examination, character of treatment, and location of patient in ward. Filed alphabetically. (Quarterly, official.) 8 x $10\frac{1}{2}$ folders, 10 in., in 2 steel filing case drawers. R. 149 (Bldg. 1). (495)
177. CLINICAL FILE, Nov. 1933 to date. Report showing nature of patient's illness and treatment of same. Filed numerically by registration numbers. Card index. (Daily, official.) 9 x 12 and 6 x 8 folders and cards, 58 ft., on 15 open wooden shelves. Basement (Bldg. 3). (545)
178. CARD REGISTER OF PATIENTS, Nov. 1933 to date. Veterans' card file giving location of patient in ward, residence address, date of admission and personal number; each card carries a reference number to the veterans' folder in the general files. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 in., in wooden drawer in card cabinet. R. 142 (Bldg. 1). (485)
179. PROSTHETIC APPLIANCE SERVICE CARDS, Nov. 15, 1933 to date. Medical record of appliances ordered for patients in hospital. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 2 in., in drawer in wooden card cabinet. R. 128 (Bldg. 1). (470)
180. PATHOLOGICAL FILE, Nov. 15, 1933 to date. A record kept according to disease treated patients who have been cared for in the hospital. Filed alphabetically and numerically. (Daily, official.) 5 x 8 cards, 2 ft. 2 in., in 2 drawers in wooden card cabinet. R. 128 (Bldg. 1). (472)
181. GENERAL FILE, Nov. 15, 1933 to date. Correspondence, station orders, and minutes of the clinical staff conference and miscellaneous

memoranda are a few of the subjects. This file is kept by the secretary of the chief medical officers and comprises various items which may not be filed elsewhere in the office of the department. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 6 in., in stool filing case drawer. R. 145 (Bldg. 1). (465)

182. DESIGNATED EXAMINERS FILE, Nov. 15, 1933 to date. Showing medical examiners on fee basis, designated in various towns to examine patients in the field to save time and expense of transportation to Wichita. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 in., in drawer in stool card cabinet. R. 145 (Bldg. 1). (464)

183. DISCHARGED PATIENTS' INACTIVE FILE, Nov. 16, 1933 to date. Record of laboratory work for patients receiving hospital care and discharged from hospital. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 in., in drawer in wooden card cabinet. R. 161 (Bldg. 1). (515)

184. DISCHARGED PATIENTS' FILE, Nov. 1933 to date. Recording domiciliary and hospital care of patients who have been discharged. Filed numerically. (Weekly, official.) 5 x 8 cards, 1 ft. 11 in., in 2 drawers in wooden card cabinet. R. 142 (Bldg. 1). (490)

185. RECORDS OF DISCHARGED PATIENTS, Nov. 1933 to date. An accumulated clinical file. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, 3 ft. 7 in., in 3 steel filing case drawers. R. 142 (Bldg. 1) (488)

186. PHYSIOTHERAPY RECORD, Nov. 1933 to date. Monthly report compiled from daily reports of patients treated. Filed chronologically. (Semi-monthly, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{2}$ in., in drawer of steel desk. R. 141 (Bldg. 1). (497)

187. RECORD OF WARD ATTENDANTS, Nov. 1933 to date. Assignments made by chief nurse for ward attendants, their post and duties. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., in steel desk drawer. R. 126 (Bldg. 1). (523)

188. RECORD OF NURSES, Nov. 1933 to date. Assignments made by chief nurse to ward and room nurses showing name of nurse, hours for duty and to which ward assigned. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vols., 1 in., in desk drawer. R. 126 (Bldg. 1). (522)

189. CLINICAL RECORDS, 1934 - 1935. Monthly reports on precious metals for use in surgery and unofficial daily narrative. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $1\frac{1}{2}$ in., in steel filing case drawer. R. 106 (Bldg. 1). (510)

190. TEMPERATURE RECORDS, Sept. 1934 - Jan. 1936. Showing temperature of patients taken by ward nurse. Filed chronologically. (Never.) $5\frac{1}{4}$ x 8 vols., $\frac{1}{2}$ in., on shelf in sectional type bookcase. R. 126 (Bldg. 1). (525)

191. RECORD OF NARCOTICS AND ALCOHOL, Nov. 1934 to date. Used in various wards in the hospital. Filed by ward. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in steel filing case drawer. R. 145 (Bldg. 1). (459)

192. DAILY REPORT OF PHYSIOTHERAPY AIDE, Nov. 1934 to date. Showing name of patient, kind of treatment administered and including data on out-patient service in addition to the hospital patients. Filed chronologically. (Never.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel filing case drawer. R. 141 (Bldg. 1). (496)
193. ALCOHOLIC AND NARCOTIC RECORD BOOK, Dec. 1934 - Dec. 1935. Daily record showing patient's name, time of administering, narcotic used, and doctor's and nurse's name. Filed chronologically. (Never.) 5 $\frac{1}{4}$ x 8 vol., $\frac{1}{2}$ in., on shelf in sectional bookcase. R. 126 (Bldg. 1). (524)
194. ORDERS OF CENTRAL OFFICE FOR PHYSIOTHERAPY, 1935 to date. Pertaining to physiotherapy departments. Filed alphabetically. (Occasionally, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in steel filing case drawer. R. 141 (Bldg. 1). (499)
195. RECORD OF PATIENTS' TEMPERATURES, Aug. 1935 to date. Utility record used by ward nurse taking temperatures. Filed chronologically. (Daily, official.) 5 $\frac{1}{4}$ x 8 vols., $\frac{1}{2}$ in., in wooden drawer. R. 204 (Bldg. 1). (529)
196. DAILY PROGRESS REPORT CARD, Nov. 1935 to date. Active card file giving treatment of patient prescribed by physician. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in drawer in steel card cabinet. R. 141 (Bldg. 1). (492)
197. DAILY PROGRESS REPORT CARD, Nov. 1935 to date. Inactive cards showing patients discharged from hospital. Filed alphabetically. (Weekly, official.) 3 x 5 cards, 7 in., in drawer in steel card cabinet. R. 141 (Bldg. 1). (493)
198. DAY REPORT AND NIGHT ORDERS, Jan. 1936 to date. Showing all orders for routine duties and special cases, also any unusual condition with regard to patients. Filed chronologically. (Daily, official.) 8 $\frac{1}{2}$ x 14 vols., $\frac{3}{4}$ in., in steel drawer. R. 304 (Bldg. 1). (534)
199. CURRENT FILE, Jan. 1, 1936 to date. Budgets, and doctor's orders concerning diet of patients. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 pockets, 9 in., in steel filing case drawer. R. 104 (Bldg. 2). (473)
200. SICK LEAVES, Jan. 1, 1936 to date. Pertaining to personnel. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 in., in 2 drawers of steel card cabinets. R. 104 (Bldg. 2). (479)
201. CLINICAL RECORD (ACTIVE FILE), Jan. 1936 to date. Giving diagnosis, condition of patient, X-ray examination, character of treatment proscribed, and location of patient in ward. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 in., in steel desk drawer. R. 141 (Bldg. 1). (494)
202. WARD RECORD OF PATIENT'S TEMPERATURES, Feb. 1, 1936 to date. Utility record of temperatures, used constantly for record and comparison of patient's temperatures. Filed chronologically. (Daily, official.) 5 $\frac{1}{4}$ x 8 vols., $\frac{1}{2}$ in., in wooden drawer. R. 318 (Bldg. 1). (537)

203. DAY REPORTS AND NIGHT ORDERS, June 1, 1936 to date, Showing all orders for routine duties and special cases; also any unusual conditions with regard to patients. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 vols., $\frac{3}{4}$ in., in steel drawer. R. 318 (Bldg. 1). (538)

204. DAY REPORT AND NIGHT ORDERS, June 1936 to date. Showing all orders for routine duties and special cases; also any unusual conditions with regard to patients; for use of attending physicians in giving orders to nurses for special care of patient. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., in wooden desk drawer. R. 204 (Bldg. 1). (530)

205. MESSENGER'S CURRENT FILE, June 1, 1936 to date. Kept by messenger of clinical records charged to him for securing signatures of doctors; serves as a ticker for the messenger in completing necessary forms. Filed alphabetically. (Daily, official.) 3 x 5 cards, 7 in., in card index box in drawer in card cabinet. R. 125 (Bldg. 1). (468)

206. WARD RECORD OF PATIENTS' TEMPERATURES, June 1936 to date. A utility file used constantly for record and comparison of patients' temperatures. Filed chronologically. (Daily, official.) $5\frac{1}{4}$ x 8 vols., $\frac{1}{2}$ in., in wooden drawer. R. 304 (Bldg. 1). (533)

207. NARCOTIC FILE, Aug. 1, 1936 to date. Record sheets for amount and type or kind of narcotic administered to patient showing name of nurse and name of patient. Filed by name of narcotic. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{4}$ in., in steel drawer. R. 304 (Bldg. 1) (535)

208. NARCOTIC REPORTS, Aug. 1, 1936 to date. Record sheets showing amount and kind of narcotic administered to patients giving name of patient and administering nurse; monthly accounting made from this report by chief nurse. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{4}$ in., in steel drawer. R. 318 (Bldg. 1). (536)

209. NARCOTIC REPORT, Aug. 1, 1936 to date. Showing amount and kinds of narcotics administered to patients, name of nurse, and patient. Filed by name of narcotic. (Daily, official.) 8 x $10\frac{1}{2}$ folders, $\frac{1}{4}$ in., in wooden desk drawer. R. 204 (Bldg. 1). (528)

210. DAY REPORTS AND NIGHT ORDERS, Aug. 11, 1936 to date. Containing all orders for treatment and care of all incoming patients; orders from chief nurse for removal of patients to treatment wards, and nurses' reports on all cases through the receiving ward. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $\frac{3}{4}$ in., in wooden desk drawer. R. 222 (Bldg. 1). (531)

Dental Unit

211. FIELD DENTAL EXAMINERS FILE, 1921 to date. Listing dental examiners authorized to make examination of patients in the field. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 1 in., in drawer in wooden card cabinet. R. 106 (Bldg. 1). (507)

212. CLINICAL RECORDS, Nov. 1933 to date. Dental record chart and reports. Filed by subject. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., 5 in., in 2 steel filing case drawers. R. 106 (Bldg. 1). (506)

213. DENTAL APPOINTMENT AND RECORD BOOK, 1934 to date. Daily appointments with patients and record of treatment. Filed chronologically. (Daily, official.) 6 x 10 $\frac{1}{2}$ vols., 3 $\frac{3}{4}$ in., in steel filing case drawer. R. 101 (Bldg. 1). (505)

214. PERSONNEL RECORD OF LEAVE, 1936. Sick leave and annual leave of personnel of the dental department. Filed alphabetically. (Monthly, official.) 5 x 8 cards, $\frac{1}{4}$ in., in drawer in wooden card cabinet. R. 106 (Bldg. 1). (508)

Supply Division

215. REHABILITATION VOUCHERS, Jan. 1925 - Dec. 1931. For various miscellaneous expenditures for veterans' rehabilitation, such as plows, incubators, and carpenters' tools. Filed chronologically. (Never.) 9 x 12 folders, 15 ft. 7 in., in official shipping box. Warehouse vault, NE. corner (Bldg. 7). (254)

216. PROPERTY RECORD, Nov. 1929 - Feb. 1933. Pertaining to office property. Filed alphabetically. (Never.) 8 x 10 paper packages. 10 $\frac{1}{2}$ in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (261)

217. REQUESTS AND VOUCHERS OF EXPENDITURES, Jan. 1932 to date. For meals, lodging and transportation of veterans. Filed chronologically. (Yearly, official.) 9 x 12 paper packages, 15 ft., 5 in., on 4 shelves in enclosed wooden cabinet. Vault in NE. corner (Bldg. 7). (285)

218. REQUISITIONS, Jan. 1933 to date. Purchase orders and proposals for supplies. Filed by classification. (Daily, official.) 9 x 12 folders, 5 ft., in steel filing case drawer and on open wooden shelf in vault. Warehouse Office, E. 1/8 (Bldg. 7). (290)

219. ISSUE SLIPS, Feb. 1933 - Apr. 1934. Covering supplies for various departments. Filed chronologically. (Never.) 4 x 8 vols., 6 in., on open wooden shelf. Warehouse vault, NE. corner (Bldg. 7). (260)

220. MAILING LIST, Feb. 1935 to date. Listing merchants who request copies of proposals and open bids on supplies. Filed alphabetically. (Monthly, official.) 3 x 5 card dividers, 1 ft. 3 in., in drawer in steel card cabinet. Warehouse Office, E. 1/8 (Bldg. 7). (286)

221. PROPERTY RECORDS, Feb. 1933 to date. Of all property. Filed by classification. (Daily, official.) 13 x 17 loose-leaf books, 2 ft., on top of steel desk. S. center, W 7/8 (Bldg. 7). (267)

222. PROPERTY VOUCHERS, Feb. 1933 to date. Purchase order numbers and disposition of supplies. Filed by subject. (Daily, official.) 9 x 12 folders, 4 ft. 3 in., in steel filing case drawer and on shelf in open wooden cabinet. Warehouse Office, E. 1/8 (Bldg. 7). (288)

- 223.. RECEIPT FILE, Feb. 1933 to date. Receipts of in-expendible property. Filed by departments. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 6 in., in steel filing case drawer. S. center, W. 7/8 (Bldg. 7). (266)
224. PURCHASE PROPOSALS, Nov. 1933 to date. Supply Form 1261, proposals to purchase artificial limbs and supplies for this department. Whenever it is necessary to purchase supplies, a copy of proposal is sent to all dealers as an invitation to quote prices on such supplies as listed. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x 11 pockets, 1 ft. 3 in., on shelf in closed steel cabinet. R. 145 (Bldg. 1). (462)
225. GUEST RECORD, Nov. 1933 to date. Listing all meals served to guests. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., $1\frac{1}{2}$ in., in drawer in stool desk. R. 104 (Bldg. 2). (478)
226. GENERAL FILE, Nov. 1933 to date. Correspondence, non-expendable property, quarterly requisitions, books donated and medical library for items of recreational aid and not specifically assigned space elsewhere. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case drawer. R. B-4 (Bldg. 4). (541)
227. EXPENDITURE LIST, May 1934 to date. Form 137 A. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 1 ft. 2 in., in wooden filing case drawer. S. center of W. 7/8 (Bldg. 7). (265)
228. CONTRACT BOOK, Oct. 1934 to date. Purchase report of fruit, vegetables, bread, milk, meats, and supplies; also a report of dishes broken. Filed chronologically. (Daily, official.) $5\frac{1}{2}$ x 8 vols., $4\frac{1}{2}$ in., in drawer of steel desk. R. 104 (Bldg. 1). (477)
229. PROPERTY VOUCHER NUMBERS, Oct. 1934 to date. Filed numerically. (Daily, official.) 8 x $10\frac{1}{2}$ vols., 1 in., on top of steel desk. S. center of W. 7/8 (Bldg. 7). (268)
230. SERVICE RECORD, Jan. 1, 1935 to date. Recording service and supplies used on official cars. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x 10 vols., 1 in., in top center drawer of wooden desk. Garage (Bldg. 5). (283)
231. CORRESPONDENCE, July 1935 to date. Pertaining to purchases of supplies. Filed by subject. (Daily, official.) 9 x 12 folders, 19 ft. 6 in., in 11 steel filing case drawers. Warehouse Office, east 1/8 (Bldg. 7). (289)
232. RECORD OF CLOTHING BENEFICIARIES, Nov. 1935 to date. Showing clothing distributed to patients and lists of clothing each patient has upon arrival. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft., in 2 steel filing case drawers. Warehouse Office, E 1/8 (Bldg. 8). (287)
233. FRUIT AND VEGETABLE REPORT, Jan. 1, 1936 to date. Showing amount of fruit and vegetables on hand as well as amount used daily. Filed chronologically. (Daily, official.) 5 x 8 cards, 4 in., in 2 drawers in steel card cabinet. R. 104 (Bldg. 2). (476)

234. CONTRACTS, July 1936 to date. For prosthetic appliances, standard United States Form 33; invitation for bids and acceptances; typed copies of contract for year 1937, contracts for 1936 held until 1937 contract is completed; purchases of appliances for patients in hospital, and for the out-patient service. Filed by subject. (Weekly, official.) 8 x 10 $\frac{1}{2}$ folders, 6 in., in steel desk drawer. E. 128 (Bldg. 1). (469)

Utility Division

235. EMPLOYMENT CORRESPONDENCE, July 1, 1931 - July 1933. Relating to construction of buildings. Filed chronologically. (Never.) 9 x 12 folders, 1 $\frac{1}{2}$ in., on top of packing box. Warehouse vault, NE. corner (Bldg. 7). (253)

236. BLUE PRINTS, Jan. 1932 to date. Of buildings and grounds. Filed numerically by building numbers. (Monthly, official.) 30 x 32 paper packages, 1 ft., rolls stacked in corner of vault. Warehouse vault, NE. corner (Bldg. 7). (264)

237. BLUE PRINTS, Jan. 1932 to date. Of all buildings equipment placement, and landscaping. Filed alphabetically volume index. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ vols. and 10 $\frac{1}{2}$ x 16 envelopes, 4 ft. 1 in., in 2 steel filing case drawers on top of secretary's desk. R. 204 (Bldg. 3). (300)

238. FLOW METER CHARTS, Mar. 1932 to date. Record of steam flow. Filed chronologically. (Twice yearly, official.) 10 in. diameter rolled charts, 2 ft., in 2 steel filing case drawers. Boiler room (Bldg. 8) (280)

239. BLUE PRINTS, Apr. 1932 to date. Construction plans for all buildings. Filed by buildings. (Daily, official.) 20 x 42 rack sheets, 1 ft. 6 in., on 2 wooden racks. R. 204 (Bldg. 3). (270)

240. BLUE PRINTS, Apr. 1932 to date. On general installation of equipment. Filed by buildings. (Daily, official.) 30 x 34 rack sheets, 1 ft., on wooden blue print rack. Carpenter shop (Bldg. 2). (277)

241. MISCELLANEOUS GROUND REPORTS, Apr. 1932 to date. Pertaining to material and work on grounds. Filed by subject. (Daily, official.) 9 x 12 folders, 8 in., in wooden filing case drawer. Carpenter shop (Bldg. 3). (276)

242. CONSTRUCTION FILE, July 1932 - Nov. 1933. Correspondence with central office and contractors regarding construction of buildings. Filed by subject. (Weekly, official.) 9 x 12 folders, 3 ft. 6 in., in 2 steel filing case drawers. R. 204 (Bldg. 3). (272)

243. DAILY LOG SHEETS, Mar. 1933 to date. Showing operation of heating plant. Filed chronologically. (Daily, official.) 11 x 18 paper packages, 6 in., in steel filing case drawer. Boiler room (Bldg. 8). (281)

244. WORK ORDERS, May 1933 to date. For all work desired for any department approved by utility officers. Filed numerically. (Yearly, official.) 9 x 12 folders, 2 ft. 6 in., in steel filing case drawer and file on top of wooden desk. R. 204 (Bldg. 3). (274)

245. STATION DRAWINGS, Nov. 1933 to date. Unapproved drawings; changes and additions to original buildings made by local decision. Filed by subject. (Daily, official.) 25 x 34 loose forms, 2 in., enclosed in wooden blue print cabinet. R. 204 (Bldg. 3). (269)

246. LAUNDRY EXCHANGE, Mar. 1936 to date. Lists. Filed by departments. (Seldom, official.) $8\frac{1}{2}$ x 11 clip boards, 1 ft., hanging on wall. Laundry (Bldg. 9). (279)

