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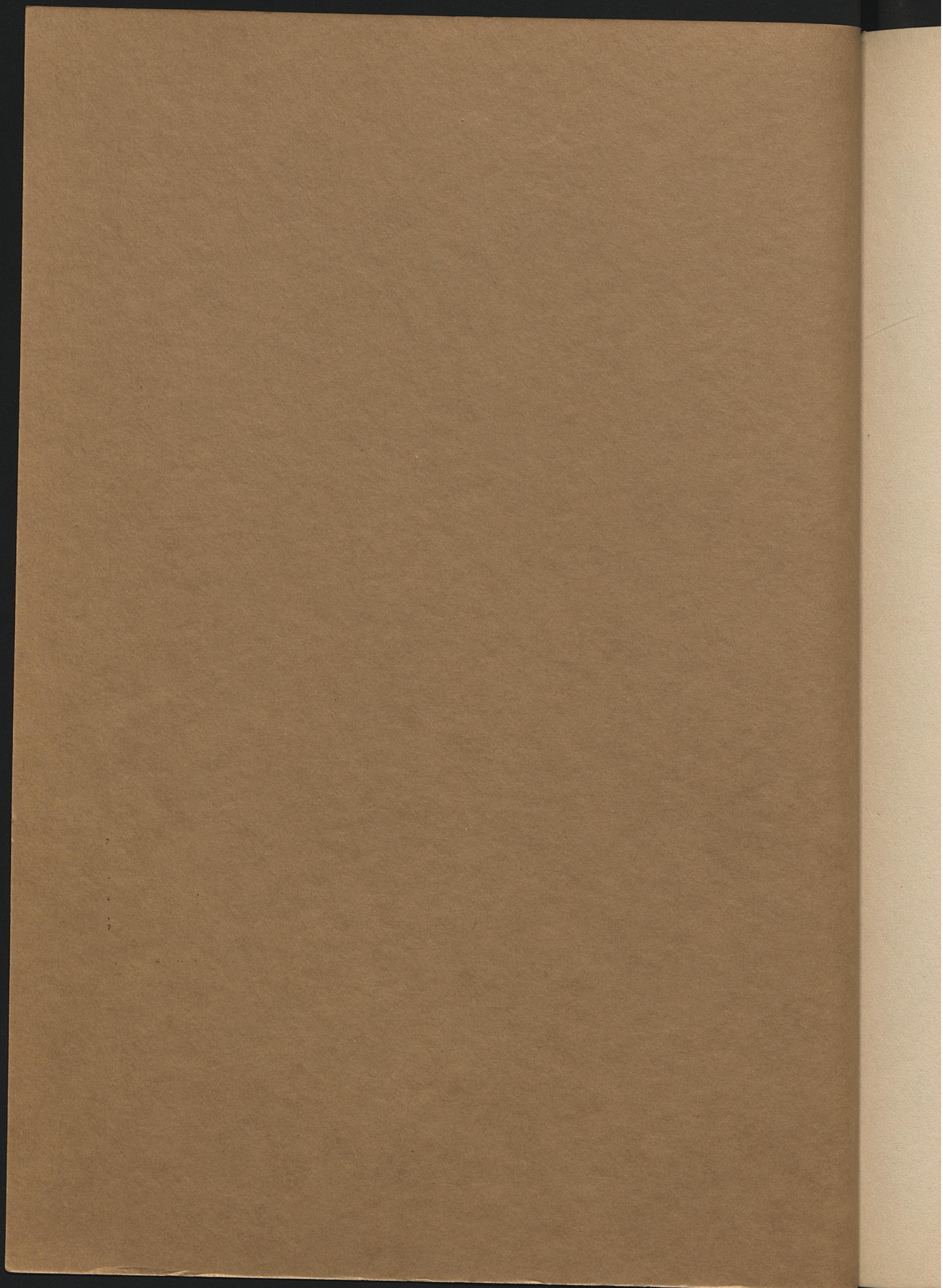


INVENTORY OF  
FEDERAL ARCHIVES  
IN THE STATES

SERIES XVI  
FARM CREDIT ADMINISTRATION  
NO. 24  
MISSOURI

NATIONAL ARCHIVES PROJECT  
WORKS PROGRESS ADMINISTRATION

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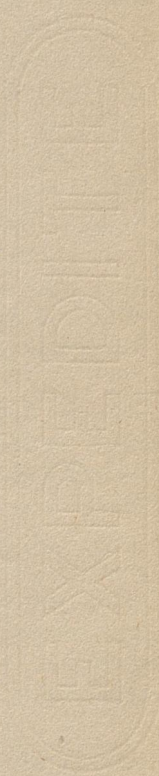


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1915



EXPERIMENT

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives  
Division of Women's and Professional Projects  
Works Progress Administration

The National Archives  
Cooperating Sponsor

SERIES XVI. FARM CREDIT ADMINISTRATION

NO. 24. MISSOURI

St. Louis, Missouri  
The Historical Records Survey  
1938

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives  
Division of Research and Professional Projects  
Works Progress Administration

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UNITED STATES GOVERNMENT PRINTING OFFICE

NO. 24, MISSOURI

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PREFACE

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

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

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. 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 Missouri the work of the Survey has been under the direction of Ralph P. Bieber, Associate Professor of History, Washington University, St. Louis. This inventory of the records of the Farm Credit Administration in Missouri was prepared in the St. Louis office of the Survey, with Mr. C. E. Bolin as chief editor, and was edited before final typing by Mr. Lewis J. Darter, Jr., of the Washington office. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Ralph P. Bieber,  
Formerly Regional Director  
of the Survey of Federal  
Archives for Missouri

St. Louis, Missouri  
July 6, 1938

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Production Credit Association, Columbia

BOWLING GREEN

EMERGENCY CROP AND FEED LOAN SECTION  
FIELD SUPERVISOR  
Store Bldg., Public Square

The records maintained by this agent are kept merely for his convenience. All activities of this representative are reported to the St. Louis office and copies or originals of all records are maintained there.

1. ACTIVE LOANS, 1930 to date. Summary sheets covering each active loan showing an appraisal of the property, loan number, amount of loan, record of contacts, and payments. Arranged by counties and alphabetically by name of borrower. (Daily, official.) 9 x 14 loose-leaf books, 1 ft. 2 in., in steel filing case. Rear of drug store. (1)
2. APPLICATION FILE, 1933 to date. Copies of applications for loans, pertinent correspondence, and appraisal information. Arranged by counties and alphabetically by names of borrowers thereunder. (Daily, official.) 9 x 12 folders, 3 ft., in filing case. Rear of drug store. (2)
3. CORRESPONDENCE FILE, 1933 to date. Between regional office and borrowers in the district. Filed alphabetically by name of borrower. (Daily, official.) 9 x 12 folders, 6 ft., in steel filing case. Rear of drug store. (3)

COLUMBIA

PRODUCTION CREDIT DIVISION  
PRODUCTION CREDIT ASSOCIATION  
17A N. 8th St.

This office was established in August, 1935, and serves members of the association in Boone county. The main office of this association is at Jefferson City, and all reports are sent to that place.

4. PRODUCTION CREDIT LOANS AND CORRESPONDENCE, ACTIVE FILE, 1935 to date. PCA Form 6-113, application for loan, general purpose and livestock; PCA Form 6-409, borrower's note; PCA Form 6-402, chattel mortgage; PCA Form 6-13, inspector's report; PCA Form 6-125, receipt for items other than collections on loans; PCA Form 6-109, borrower's receipt; PCA Form 6-314, financial statement; PCA Form 6-433, undertakings report; PCA Form 6-323, application for analysis sheet for additional advance, livestock, and general purpose loan; PCA Form 113, maturity notice; PCA Form 6-130, stockholder's advice; invoices and receipts; communications with the Production Credit Association in Jefferson City and with borrowers. Filed alphabetically by name of borrower. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case. 2d floor. (206)

JEFFERSON CITYPRODUCTION CREDIT DIVISION  
PRODUCTION CREDIT ASSOCIATION

Cole County Court House, Monroe and High Sts.

This is an association of borrowers formed under the Production Credit Corporation. It is the result of a consolidation in 1935, of the Marshall, Versailles, and Fulton, Missouri, associations. This is not strictly a federal agency but is financed in a large part by the organization within the Farm Credit Administration and is placed in the inventory as illustrative of the activities made possible by the FCA.

5. JOURNAL AND CASH RECORD BOOKS, SUBSIDIARIES, AND LEDGER BOOKS, Dec. 1, 1933 to date. PCA Form 6-100, journal and cash records; PCA Form 6-106 Rev., daily loan settlement record; PCA Form 6-102, individual borrower's record; PCA Form 6-132, interest accrued records; PCA Form 6-123, accounts receivable; PCA Form 6-124, accounts payable; PCA Form 6-107, bank reconciliation; PCA Form 6-111, receipt book register. Filed chronologically. (Books from January 1, 1936 to date, daily; other books, seldom, official.) Various sized loose-leaf books, 1 ft. 2 in., in steel filing cases. R. 403. (355)

6. GENERAL FILE, Jan. 1934 to date. Form 16, schedule of notes for rediscount; PCA Form 116, advice of loans accepted; PCA Form 6-112, advice of stock issued; Form FICB-B, collateral note; PCA Form 6-131, assignment of stock; PCA Form 6-212, bond indemnity and affidavit of loss; PCC Form 92, additional funds form; PCC Form 84, application for loan; PCC Form 83, resolution of board; PCC Form 7, collateral note; PCA Form 6-131, checks to be deposited, and relative correspondence. Filed according to subject. (Daily, official.)  $9\frac{1}{2}$  x 15 folders, 2 ft. 6 in., in steel filing case. R. 403. (353)

7. REJECTED AND PAID LOANS, Jan. 1, 1934 to date. PCA Form 6-323, application and analysis sheet for additional advance; PCA Form 6-316, analysis of livestock loan; PCA Form 6-418, abstract of chattel liens; PCA Form 6-434, certification of chattel mortgage; PCA Form 6-402, chattel mortgage; PCA Form 6-313, application for loan; PCA Form 6-513, inspector's report; PCA Form 6-433, undertaking of borrower; PCA Form 6-427, modified waiver; PCA Form 6-425, sight draft; PCA Form 6-423, letters of credit; PCA Form 6-415, landlord's waiver of lien; Form 16, schedule of notes for rediscount; PCA Form 6-414, non-disturbance blank. Filed alphabetically by name. (Occasionally, official.)  $9\frac{1}{2}$  x 15 folders, 7 ft. 3 in., in steel filing case. R. 403. (349)

8. ACTIVE LOANS, Jan. 1, 1935 to date. PCA Form 6-323, application and analysis sheet for additional advance; PCA Form 6-316, analysis of livestock loan; PCA Form 6-418, abstract of chattel liens; PCA Form 6-402, chattel mortgage; PCA Form 6-313, application for loan, general purpose or livestock; PCA Form 6-513, inspector's report; PCA Form 6-433, undertaking of borrower; PCA Form 6-427, modified waiver; PCA Form 6-425, sight draft; PCA Form 6-423, letters of credit; PCA Form 6-415, landlord's waiver of lien; Form 16, schedule of notes for rediscount; PCA Form 6-414, nondisturbance blank; and correspondence with borrowers and creditors. Filed alphabetically by borrower's name. (Daily, official.)  $9\frac{1}{2}$  x 15 folders, 7 ft. 3 in., in steel filing case. R. 403. (351)

9. CANCELLED CHECKS FILE, Mar. 1, 1935 to date. Cancelled checks representing payments to farmers in the form of loans (drawn on Central Missouri Trust Company, Jefferson City). Filed chronologically. (Rarely, official.) 3 x 8 $\frac{1}{2}$  bundles, 2 ft., in steel filing case. R. 403. (357)

10. MONTHLY REPORTS, Mar. 1, 1935 to date. Form FCA-91-F&R, report on applications and loans; Form FCA-771-F&R, reconciliation of loan accounts; Form FCA-771-F&R-PCA-108, statement of condition as to profit and loss; Form PCA-108, analysis of funds borrowed from FICB; bank statement of the Production Credit Association account, accounts payable, class B stock, general ledger and working trial balance. Filed in chronological order. (Rarely, official.) 9 $\frac{1}{2}$  x 14 loose-leaf books, 4 in., in steel filing case. R. 403. (354)

11. PAID VOUCHERS, Mar. 1, 1935 to date. Bills paid and statements of bank account (bills are for office supplies, salaries, freight, and expenses of inspectors). Filed in chronological order by month. (Frequently, official.) 8 $\frac{1}{2}$  x 11 loose-leaf books, 8 in., in steel filing case. R. 403. (350)

12. STOCKHOLDER'S LEDGER, May 10, 1935 to date. PCA Form 6-103, stockholder's ledger; PCA Form 6-128, Production Credit Association class B stock listed for sale; detailed account of stockholder's stock in the Association, and number and value of shares. Filed alphabetically by name of shareholder. (Frequently, official.) 10 x 12 $\frac{1}{2}$  loose-leaf book, 3 in., on desk. R. 403. (356)

13. PENDING APPLICATIONS FOR LOANS, June 1, 1936 to date. PCA Form 6-316, analysis of livestock loan; PCA Form 6-402, revised chattel mortgage; PCA Form 6-313, application for loan; PCA Form 6-513, inspector's report; PCA Form 6-433, undertaking of borrower; PCA Form 6-109, borrower's receipt; PCA Form 6-314, financial statement; PCA Form 6-125, receipt for items other than collections on loans; PCA Form 6-130, stockholder's advice; and correspondence regarding applications for loans. Filed alphabetically by name of applicant. (Daily, official.) 9 $\frac{1}{2}$  x 15 loose-leaf books, 1 ft. 8 in., in steel filing case. R. 403. (352)

KANSAS CITY

EXAMINATION DIVISION

DISTRICT EXAMINER

Old Federal Bldg., 230 E. 9th St.

This office was established in January, 1935. It supervises examinations of the various associations affiliated with the Farm Credit Administration. All copies of examiner's reports and work sheets are sent to Washington. Nothing is destroyed.

14. CORRESPONDENCE AND REPORTS, Jan. 1931 to date. With loan correspondents and credit unions relative to examinations for loans, and reports giving reviews of examiners' itineraries and progress made by the associations of the Farm Credit Administration. Arranged alphabetically by name of correspondent or subject. (Daily, official.)  $9\frac{1}{2}$  x 12 folders and post binders, 3 ft., in steel filing case. R. 203. (1445)

15. CIRCULAR LETTERS ISSUED BY LAND BANKS; WICHITA, Jan. 30, 1931 to date; ST. LOUIS, Nov. 13, 1934 to date. Issued by Land Banks of the 6th and 9th districts to secretaries of associations of the Farm Credit Administration covering valuable instructions pertaining to the work and procedure. (Frequently, official.)  $9\frac{1}{2}$  x 12 loose-leaf binders (2), 2 in., on shelf of steel cabinet. R. 203. (1447)

16. CIRCULAR LETTERS ISSUED BY THE ADMINISTRATIVE OFFICE AT WASHINGTON, Jan. 18, 1932 to date. Instructions and information to the various offices and districts pertaining to the work and procedure of the FCA. (Daily, official.)  $9\frac{1}{2}$  x 12 loose-leaf binders and loose sheets, 2 ft. 6 in., in drawer of steel filing case. R. 203. (1448)

17. CARD RECORD FILE, Jan. 1, 1935 to date. Of all units examined by this office, giving name and location of association to be examined, name of examiner, and charter number. Duplicate copies sent to Washington. (Daily, official.) 4 x 6 cards, 1 ft. 2 in., in steel filing case. R. 203. (1446)

#### ST. LOUIS

##### EMERGENCY CROP AND FEED LOAN SECTION REGIONAL OFFICE

Old Federal Land Bank Bldg., 315 Pine St.

This agency is one of the temporary activities of the Farm Credit Administration. The St. Louis office was first active in 1930 and served Missouri, Oklahoma, and Indiana. Territorial lines have been changed from time to time. At present, Illinois, Indiana, Kentucky, Missouri, and Ohio comprise the area served by the St. Louis office.

18. PAYMENT CARDS, 1930 - June 30, 1932. Showing payments on notes with detailed information as to voucher number, check number, and amount of payments. Discontinued in 1932. Filed alphabetically by states, counties, towns, and names of borrowers. (Once a month, official.) 4 x 6 cards, 112 ft., in steel filing cases. Vault, 1st floor. (1127)

19. INDIVIDUAL ACCOUNT CARDS, CLOSED ACCOUNTS, 1930 - 1935. Disbursement, debit, credit, and balance card on each account. Acts as a partial index for abstract 30. Filed alphabetically by names of states and counties and numerically by loan number thereunder. (Daily, official.) Various sized cards, 204 ft., in steel filing cases. Rear, 1st floor. (1117)

20. OBSOLETE ACCOUNT CARDS, 1930 - 1935. International Business Machine Cards, three zone system. Replaced in 1935 by the four zone system and information on these cards is reported in abstracts 19, 25, 27, 50, and 54. Filed numerically by loan number. (Seldom, official.) Various sized cards, 216 ft., in wooden boxes. Rear, 1st floor. (1122)
21. OLD MISCELLANEOUS PAPERS, 1930 - 1935. Extra copies of old account sheets, work sheets, tabulating sheets, and trial balance sheets. Filed chronologically. (Never.) Various sized bundles, 300 ft., on steel shelves. Vault, 1st floor. (1130)
22. CANCELLED PAPERS, 1930 to date. Cancelled notes, mortgages, and supporting papers covering paid loans (not returned as addresses of borrowers unknown). Filed alphabetically by name of borrower. (Occasionally, official.) 9 x 12 folders, 8 ft., in steel filing case. 1st floor. (1125)
23. CARD INDEX TO LOANS, 1930 to date. Showing year of loan, loan number, and disposition of the loan. Filed alphabetically by name of borrower. (Daily, official.) 3 x 5 cards, 255 ft., in steel filing cases. File Room, basement. (1140)
24. COLLECTION RECORDS, 1930 to date. Daily reports of collections made, monthly summaries of collections by counties, analysis of collections, and miscellaneous data in connection therewith. (Older records, seldom; current records, daily, official.) Various sized vols., 32 ft., on steel shelves. 1st floor. (1148)
25. CREDIT BALANCE CARDS, 1930 to date. Showing credit balance due individual borrowers. Acts as a partial index to abstract 30. Filed numerically by loan number. (Daily, official.) Various sized cards, 36 ft., in steel filing cases. Rear, 1st floor. (1119)
26. GENERAL CORRESPONDENCE, 1930 to date. Filed by states and alphabetically by name of correspondent. (Daily, official.) 9 x 12 folders, 36 ft., in steel filing cases. 1st floor. (1149)
27. INDIVIDUAL ACCOUNT CARDS, ACTIVE ACCOUNTS, 1930 to date. Disbursement, debit, credit, and balance cards on active accounts or loans. Acts as a partial index to abstract 30. Filed numerically by loan number. (Daily, official.) Various sized cards, 157 ft. 6 in., in steel filing cases. Rear, 1st floor. (1118)
28. LOAN FILES, 1930 to date. Applications for loans, investigators' reports, copies of chattel mortgages, correspondence, and miscellaneous data in connection with loans. 3 x 5 card index, 255 ft. Filed chronologically and by loan number. (Daily, official.) 9 x 12 folders, 1784 ft., in steel filing cases. File Room, basement. (1147)
29. MISCELLANEOUS AUDITING RECORDS, 1930 to date. Filled-in financial reports, trial balance sheets, daily disbursement records, etc. (Older records, seldom; current records, daily, official.) Various sized loose-leaf books, 32 ft., on closed steel shelves. 1st floor. (1151)

30. NOTES, 1930 to date. Covering all active loans. Card index, 116 ft. Filed by years and alphabetically by states, counties, and names of borrowers. (Daily, official.) 5 x 8 slips, 20 ft., in steel filing cases. Vault, 1st floor. (1126)

31. PERSONNEL FILE, 1930 to date. Applications for positions, correspondence pertaining to employees, and miscellaneous personnel data. Filed alphabetically by name of employee; pending applications filed according to occupation. (Daily, official.) 9 x 12 folders, 16 ft., in steel filing cases. 1st floor. (1150)

32. LEDGERS, 1931. Ledgers comprising record of payments on loans. Filed numerically by loan numbers. (Seldom, official.) 14 x 18 vols., 8 ft., in fireproof cabinet in vault. 1st floor. (1128)

33. COLLATERAL FOR SEED LOANS, 1931 - 1932. Record of collateral that was deposited in 1931 - 1932 by borrowers. Filed alphabetically by name of borrower. (Once a year, official.) 8 x 11 envelopes, 7 ft., in steel filing cases. 1st floor. (1144)

34. RECORDATION RECORDS, 1931 - 1932. Old records and correspondence in connection with the recording of mortgages covering loans. Filed by loan numbers. (Never.) 12 x 15 folders, 60 ft., in corrugated paper boxes. Vault, basement. (1136)

35. REPORTS OF FIELD SUPERVISORS, 1931 - 1933. Regarding investigations on applications for loans and correspondence pertaining thereto, supervisors' expense accounts, and general correspondence. Filed alphabetically by name of supervisor and by title of subject and loan number thereunder. (Seldom, official.) 9 x 12 folders, 22 ft., in steel filing cases. 1st floor. (1133)

36. GENERAL LEDGER-DEPOSITS, 1931 - 1934. Daily records of deposits to bank accounts. Filed by dates. (Never.) 15 x 18 loose-leaf books, 1 ft., on shelf in vault. Basement. (1135)

37. CHECK REGISTER, Feb. 4, 1931 - Aug. 10, 1931. Entries numbered from 820-85690, showing under each the voucher number, to whom check was issued, amount, and loan number. 9 x 15 loose-leaf books, 6 ft., on open steel shelf. Vault, basement. (1134)

38. DEPOSIT BOOKS, Feb. 1931 - Aug. 1932. Records of deposits to banks with a brief description of each. 12 x 15 vols., 7 ft., on steel shelves. Vault, 1st floor. (1129)

39. MAIL ITEMS RECEIVED, 1931 to date. Lists showing a brief description of items received by mail. Filed chronologically. (Daily, official.) 8½ x 11 sheets, 16 ft., in steel filing cases. Vault, 1st floor. (1131)

40. OFFICIAL RECEIPT BOOKS, 1931 to date. Stubs of receipt books used when collections are made on loans. Books and receipts are numbered. Gaps appear in the above dates resulting from books being still unused or in the possession of authorized agents. (Seldom, official.) 10 x 15 vols., 48 ft., in heavy cardboard boxes. Vault, basement. (1137)

41. REFUND VOUCHERS, 1931 to date. Disbursing vouchers covering refunds to borrowers. Filed numerically by voucher number. (Daily, official.) Various sized loose-leaf books and lock and box binders, 54 ft., in steel filing cases. 1st floor. (1132)
42. PENDING FILE OF CLEARANCE SECTION, Sept. 1932 to date. Undeposited items, post dated checks, returned checks, checks received but not accredited to any account due to question as to what account should be applied to. Filed according to subject and by name of person to whom referred. (Daily, official.) 8 x 11 folders, 52 ft., in steel filing cases. 1st floor. (1145)
43. CORRESPONDENCE, 1933 to date. Of the Notes and Mortgage Division. Filed by years and alphabetically by names of states, counties, and borrowers. (Daily, official.) 9 x 12 folders, 16 ft., in steel filing cases. 1st floor. (1123)
44. DAILY LENDING OPERATIONS, 1933 to date. Ledgers in which entries are made daily showing a summary of the lending transactions. Filed chronologically. (Daily, official.) 12 x 14 vols., 2 ft., on steel shelf. 1st floor. (1152)
45. DISBURSING DEPARTMENT CORRESPONDENCE, 1933 to date. Uncollectable and bad checks, and general correspondence. Filed alphabetically by title of subject and by loan number thereunder. (Daily, official.) 9 x 12 folders, 52 ft., in steel filing cases. 1st floor. (1139)
46. DISBURSEMENT AND RECORDING FILE, 1933 to date. Vouchers covering disbursements on loans, certifications to the recording of the papers with the local county recorder. Filed alphabetically by names of states, counties, and names of borrowers. (Daily, official.) 5 x 8 slips, 98 ft., in steel filing cases. 1st floor. (1124)
47. DISBURSEMENT CARDS, 1933 to date. Showing disbursements made by Emergency Loan Corporation to borrowers. Filed numerically by loan numbers. (Daily, official.) Various sized cards, 56 ft., in steel filing cases. Rear, 1st floor. (1121)
48. DISBURSING DEPARTMENT CONTROL LEDGERS, Mar. 1933 to date. Financial records of the disbursing division, such as ledgers, showing details of each transaction on records of refunds, deposits, collections, and vouchers. (Daily, official.) Various sized vols., and loose-leaf books, 72 ft., on open shelves in vault. 1st floor. (1133)
49. FIELD SUPERVISORS' SUMMARY OF REMITTANCES, Aug. 1933 to date. Form 101c showing receipt number and the amount collected. Filed alphabetically by name of field man and chronologically thereunder. (Daily, official.) 3 x 5 slips, 10 ft. 6 in., in steel filing cases. 1st floor. (1142)
50. INDIVIDUAL ACCOUNT CARDS, DROUGHT LOANS, 1934. Showing disbursements, credits, debits, and balance (additional card attached to show adjustments). Acts as partial index for abstract 30. Filed numerically by loan number. (Daily, official.) 3 x 8 cards, 100 ft., in steel filing cases. Rear, 1st floor. (1116)

51. RECEIPTS SENT IN BY FIELD MEN, Jan. 26, 1934 to date. Showing name of borrower, address, loan year, amount paid, form in which paid, amount credited principal, amount used for interest, new balance, and code number. Filed by code number, loan number, and by loan years. (Daily, official.) 4 x 8 loose sheets, 78 ft., in steel filing cases. (1143)

52. INCOMING MAIL ON CORN LOANS, 1935 to date. Mail received from applicants for corn loans. Filed alphabetically by state, county, and name of borrower. (Once a year, official.) 9 x 12 folders, 20 ft., in steel filing cases. 1st floor. (1146)

53. CONFIRMATION LETTERS OF ST. LOUIS, 1936. Form H650, showing code number, name of borrower, address, loan number, dates and amount of payments. This system is new and is used only for loans made in Kentucky. Filed by states and alphabetically by counties and by names of borrowers. (Daily, official.) 9 x 13 folders, 24 ft., in steel filing cases. 1st floor. (1141)

54. LOANS, 1936. Cards showing disbursements, credit, debit, and balance covering current loans. Acts as a partial index to abstract 30. (Daily, official.) Various sized cards, 16 ft., in steel filing cases. Rear, 1st floor. (1120)

FARM CREDIT DISTRICT 6  
General American Life Insurance Bldg.  
1501 Locust St.

The Farm Credit Administration offices were established at St. Louis with the organization of the FCA in mid-year 1933, and were assigned jurisdiction over Farm Credit District 6, which comprises the states of Illinois, Missouri, and Arkansas. The new organization took over the older units of farm credit. The farm credit district office consists of the Federal Land Bank, the Federal Intermediate Credit Bank, the Production Credit Corporation, and a bank for cooperatives. The directors of the Federal Land Bank are ex-officio directors also of these other units. The general agent, nominated by the governor of the FCA, coordinates and administers the services of the units. The Federal Land Bank acts as the agent for the Federal Farm Mortgage Corporation.

The Federal Intermediate Credit Bank was established under the Agricultural Credits Act of March 4, 1923, and became a part of the Farm Credit Administration on May 27, 1933. It has jurisdiction of intermediate credit bank affairs in District 6. Copies of administrative correspondence and monthly reports are sent to Washington, D. C.

The Federal Land Bank established in 1917, under the Federal Farm Board became a unit of the FCA by executive order of May 27, 1933. No reports were made on the records of the land bank nor on those of the Mortgage Corporation Service Section which maintains a district office of the Federal Farm Mortgage Corporation in conjunction with the Federal Land Bank.



The Production Credit Division established a production credit corporation at St. Louis in 1933 with jurisdiction over the production credit associations in District 6.

The records of the district bank for cooperatives were not reported upon.

#### General Agent

55. CONFIDENTIAL FILES OF THE GENERAL AGENT, 1933 to date. Correspondence, reports and bulletins in connection with the office of the general agent. Arranged alphabetically by subject. (Daily, restricted.) 9 x 13 $\frac{1}{2}$  folders, 18 ft., in steel filing cases. 4th floor. (1046)

#### Federal Intermediate Credit Bank

56. REPORTS OF DISCOUNTING INSTITUTIONS, 1923 - 1927. Miscellaneous reports and data received from agencies which handled farm loans. (Rarely, official.) 9 x 12 folders, 2 ft., in steel filing case. 6th floor. (1038)

57. FINANCIAL RECORDS, 1923 to date. Financial and accounting records, such as ledgers, journals, vouchers, sight drafts, disbursements, cancelled checks, statements, adjustments, discount sheets, credit and debit tickets, and miscellaneous data in connection with accounting procedure. (Older records, once a month; current records, daily, official.) Various sized loose-leaf books, bundles, ledgers and ledger cards, 674 ft., in steel and pasteboard boxes, in safe and in steel trays. Basement stockroom and 6th floor. (1043, 1036, 1045)

58. INDIVIDUAL LOANS, 1923 to date. Applications, appraisers' and inspectors' reports, correspondence, and other data pertinent to the history of the loans. Filed by states and numerically by loan numbers thereunder. 3/16 x 5 tube index, 600 ft. (Daily, official.) 3/16 x 5 tube index cards and 9 x 12 folders, 1740 ft., in visible index rack and in steel filing cases. Basement and 6th floor. (1025, 1026, 1042)

59. PRODUCTION CREDIT ASSOCIATIONS AND AGRICULTURAL CREDIT CORPORATION, 1923 to date. Organization data, list of approved inspectors and appraisers, description of financial and personnel setup of individual corporations and associations, and correspondence pertaining thereto. Records of associations which became inactive prior to 1923, not included. (Daily, official.) 8 $\frac{1}{2}$  x 13 folders, 24 ft., in steel filing cases. 6th floor. (1022)

60. PRESIDENT'S CONFIDENTIAL FILE, 1929 to date. Correspondence, reports, bulletins, and data in connection with the President's office. (Daily, confidential.) 9 x 12 folders, 20 ft., in steel filing cases. 6th floor. (1021)

61. GENERAL LEDGER CARDS, 1930 - 1934. On control accounts showing financial transactions of the bank. (Occasionally, official.) 11 x 11 loose-leaf books, 4 ft., on shelf in fireproof vault. 6th floor. (1035)

62. SIGHT DRAFT COVERING PAYMENTS ON LOANS, 1930 - 1934. Original copies of sight drafts drawn on associations for loans made during the years 1930 - 1934 (checks now used instead). (Occasionally, official.) 7 x 11 loose sheets, 54 ft., in steel filing cases. 6th floor. (1033)

63. CHATTEL MORTGAGES AND INSURANCE POLICIES, 1930 to date. Covering chattels pledged as security for loans. (Daily, official.) 4 x 9 envelopes, 180 ft., in steel filing cases. 6th floor. (1028)

64. SECRETARY'S CONFIDENTIAL FILE, 1930 to date. Personnel records, copies of examiner's reports, and correspondence of the secretary's office. (Daily, confidential.) 9 x 12 folders, 8 ft., in steel filing case. 6th floor. (1020)

65. BILLS PAID AND PAYABLE, 1932 to date. Bills paid with evidence of indebtedness attached, and all bills payable. Filed alphabetically by creditor's name. (Daily, official.) 9 x 12 folders, 16 ft., in steel filing cases. 6th floor. (1041)

66. BORROWERS' LEDGER CARDS, 1933 to date. Showing borrower's name, loan number, and all financial transactions thereon. Filed by states and numerically by loan number thereunder. (Daily, official.) 7 x 9 cards, 20 ft., in steel filing cases in vault. 6th floor. (1040)

67. COLLATERAL PLEDGED WITH REGISTRAR, 1933 to date. Ledgers showing loan number, amount and dates of all collateral pledged with the Registrar. (Daily, official.) 10 x 14 loose-leaf ledgers (2), 6 in., on shelf in vault. 6th floor. (1029)

68. COLLATERAL REGISTERS, 1933 to date. Record of collateral pledged by borrower. (Daily, official.) 10 x 18 loose-leaf books (2), 6 in., in fire-proof safe. 6th floor. (1023)

69. CONFIDENTIAL FILE OF TREASURER, 1933 to date. Correspondence, reports, and data in connection with the office of the treasurer. (Daily, confidential.) 9 x 13 folders, 8 ft., in steel filing case. 6th floor. (1044)

70. DAILY RECORD OF APPROVED LOANS, 1933 to date. Showing the loans approved each day, loan number, name, address of borrower, and name of association recommending the loan. (Daily, official.) 9 x 14 loose-leaf ledgers (2), 6 in., in fireproof safe. 6th floor. (1024)

71. NOTE REGISTER, 1933 to date. Showing the number assigned to each note covering loans, borrower's name, and association. (Daily, official.) 18 x 30 vol., 6 in., in vault. 6th floor. (1030)

72. TICKLER FILE ON SURETY BONDS AND INSURANCE POLICIES, 1933 to date. Card for each insurance policy and surety bond held by the bank showing person or property covered and expiration date of bond or policy. Filed according to expiration dates. (Daily, official.) 3 x 5 cards, 1 ft., in wooden filing case. 6th floor. (1031)

73. GENERAL CORRESPONDENCE, 1934. Relative to loans (now filed with individual loans). (Daily, official.) 9 x 12 folders, 120 ft., in steel filing cases. 6th floor. (1032)

74. INDIVIDUAL LOAN LEDGER CARDS, 1935 to May 1, 1936. Showing all payments, credits and debits, on loans (now filed with individual loans). Filed numerically by loan numbers. (Daily, official.) 7 x 9 cards, 22 ft., in steel filing cases. 6th floor. (1034)

75. BUDGET CARDS, 1935 to date. Showing amount of payments or disbursements on loans on which payment to borrower has been budgeted, and record of payments. (Daily, official.) 4 x 6 cards, 14 ft., in steel filing cases. 6th floor. (1027)

76. MATURITY FILE, 1935 to date. Tickler file showing date of maturity and loan number. (Daily, official.) 4 x 8 loose slips, 26 ft., in steel filing cases. 6th floor. (1037)

77. CANCELLED CHECKS, Oct. 1, 1935 to date. Filed by bank accounts and numerically by check number. (Daily, official.) 3 x 9 loose slips, 8 ft., in steel filing cases in vault. 6th floor. (1039)

#### Production Credit Corporation

78. STOCK ADVICES, 1933 - 1935. Showing certificate number, association issued to and amount of stock issued. (Semi-annually, official.) 9 x 12 folders, 2 ft., in steel case. 6th floor. (1059)

79. CONFIDENTIAL FILES OF THE VICE-PRESIDENT OF THE PRODUCTION CREDIT CORPORATION, 1933 to date. Correspondence, reports and data in connection with this office. (Daily, confidential.) 9 x 13½ folders, 14 ft., in steel filing cases. 6th floor. (1066)

80. SECRETARY'S CONFIDENTIAL FILE, 1933 to date. Reports on personnel, associations, and miscellaneous matters; also correspondence received and copies of letters written by the secretary's office. (Daily, confidential.) 9 x 13½ folders, 8 ft., in steel filing case. 6th floor. (1064)

81. GENERAL CORRESPONDENCE, 1933 to date. Pertaining to the associations. (Daily, official.) 9 x 12 folders, 44 ft., in steel filing cases. 6th floor. (1047)

82. MONTHLY REPORTS FROM ASSOCIATIONS, 1933 to date. Detailed report on the financial condition of the associations. (Daily, official.) 9 x 12 folders, 18 ft., in steel filing cases. 6th floor. (1053)

83. REPORTS ON ASSOCIATION MEETINGS, 1933 to date. Minutes of reports and correspondence in connection with association meetings. Arranged alphabetically by states and associations. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. 6th floor. (1050)

84. REPORTS FROM FIELD ACCOUNTANTS, 1933 to date. Reports on the financial conditions, manner in which records are kept, comments on personnel, and organization of the associations, compiled by the field accountants. (Daily, official.) 9 x 12 folders, 8 ft., in steel filing cases. 6th floor. (1065)

85. SUPERVISING ACCOUNTANT'S REPORTS, 1933 to date. Reports of examinations of the associations made by the supervising accountant, and his work sheets. (About once a month, official.) 9 x 12 folders, 8 ft., in steel filing case. 6th floor. (1055)

86. FARM CREDIT ADMINISTRATION EXAMINERS REPORTS, 1933 to date. Reports on examinations of the Production Credit Corporation and the associations connected with it, showing their financial condition. (Once a month, official.) 9 x 12 folders, 6 ft., in steel filing case. 6th floor. (1054)

87. ORGANIZATION FILE ON INDIVIDUAL ASSOCIATIONS, 1933 to date. Information concerning the organization, personnel, papers of incorporation, financial data, reports and minutes of meetings of the associations acting under the PCC. (Daily, official.) 9 x 12 and 10 x 14 folders, 102 ft., in steel filing cases. 6th floor. (1067)

88. STOCK RECORDS, 1933 to date. Cards showing stock transfers, numbers of stock certificates issued to associations, office records on stock transfers, and class A stock books, class A stock controls and data pertaining to stocks of PCC. (Daily, official.) Various sized cards, 34 ft., in steel filing cases. 6th floor. (1062)

89. LOAN STATUS REPORTS, 1933 to date. Semi-monthly reports from the associations showing the delinquent or so-called "problem loans." Arranged alphabetically by states and associations. (Daily, official.) 9 x 12 and 10 x 14 folders, 6 ft., in steel filing case. 6th floor. (1049)

90. BULLETINS AND FIELD LETTERS, 1933 to date. Governing policies and procedure. Arranged chronologically by date of issue. (Daily, official.) 9 x 12 loose-leaf books, 2 ft., in steel filing case. 6th floor. (1048)

91. RECEIPTS FOR REGISTERED MAIL, Aug. 1933 to date. United States Postal "Return Receipt Cards" for registered mail. (Daily, official.) 3 x 5½ cards, 12 ft., in wooden filing cases. 6th floor. (1063)

92. GENERAL AND SUBSIDIARY LEDGERS, Aug. 1933 to date. Printed ledger cards upon which are entered all records of financial transactions made by the Production Credit Corporation. (Daily, official.) 9 x 11 cards, 16 ft., in steel cases. 6th floor. (1061)

93. BANK STATEMENTS AND DEPOSIT TICKETS, Aug. 1933 to date. Monthly statements of banks, and copies of all deposit tickets covering deposits made. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. 6th floor. (1060)

94. CANCELLED CHECKS AND VOUCHERS, Aug. 1933 to date. Checks and vouchers (with supporting papers) which have been paid. (Daily, official.) 4 x 9½ papers, 39 ft., in steel filing cases in vault. 6th floor. (1058)

95. CASH RECEIPTS, Aug. 1933 to date. Cards showing the amount and source of cash received, and a route ticket showing the journal number, folio number, and date of entry. (Daily, official.) 4 x 9½ cards, 6 ft., in steel filing case. 6th floor. (1057)

96. JOURNALS, Aug. 1933 to date. Cards, showing financial transactions, such as receipts, disbursements, bank deposits, transfer of funds, etc. (Daily, official.) 4 x 9½ cards, 6 ft., in steel filing case. 6th floor. (1056)

97. ASSOCIATION CREDIT EXAMINATIONS, 1935. Reports showing results of annual credit examination of associations, including examinations of individual loans made through the associations. (Monthly, official.) 11 x 14 vols., 2 ft., in steel filing case. 6th floor. (1051)

98. ANALYSIS OF INDIVIDUAL LOANS, 1935. Reports by association supervisors on the condition and standing of the loans made by or through the associations. (Daily, official.) 9 x 12 folders, 4 ft., in steel filing case, 6th floor. (1052)

FINANCE AND RESEARCH DIVISION  
COMPTROLLER'S SUBDIVISION  
DISTRICT OFFICE

Great American Life Insurance Bldg., 1501 Locust St.

Established in 1916 as an agency of the Federal Land Bank, this office is the District No. 6 finance office for the FCA organization in this district. The area served comprises Arkansas, Illinois, and Missouri. No records are sent to Washington but reports of activities are made to the Washington office regularly.

99. BOND CONTROL REGISTER, 1916 to date. Individual cards for securities pledged showing the registry number, a description of securities and their disposition. Filed alphabetically by name of pledging institution and numerically by registry number thereunder. (Daily, official.) 4 x 6 cards, 48 ft., in steel filing cases. 1st floor. (1153)

100. BONDS HELD FOR EXCHANGE, 1916 to date. Bonds pledged with the Registrar with the expectation that they will be replaced with other issues or new securities. Filed numerically by registry number. (Daily, official.) 4 x 10 envelopes, 8 ft., in steel filing case. Vault, 1st floor. (1162)

101. BOND REGISTERS, 1916 to date. Description, place filed, loan applicable to, and disposition of, bonds deposited or pledged with the Registrar. (Daily, official.) 15 x 18 vols., 4 ft., in vault. 1st floor. (1163)

102. FEDERAL LAND BANK PAYMENT REGISTERS, 1916 to date. Records of all payments made on mortgages and notes pledged by Federal Land Banks. (Daily, official.) 9 x 24 vols. (19), 9 ft., in vault. Basement. (1171)

103. GENERAL FILES, 1916 to date. Work sheets used in office routine, extra copies of compiled reports, miscellaneous reports from banks, and papers used for temporary records. (Never.) Various sized bundles, 53 ft., in vault. Basement. (1168)

104. LOAN REGISTER, 1916 to date. Description of each document pledged with the registrar and the disposition thereof. May be used to locate documents. (Daily, official.)  $8\frac{1}{2}$  x 11 loose-leaf books, 18 ft., in steel filing cases. Vault, 1st floor. (1160)

105. SECURITIES PLEDGED, 1916 to date. All documents, notes, bonds, and supporting papers (except a few special collaterals and bonds held for transfer) pledged with the Registrar. Filed alphabetically by name of pledging agency and numerically by Registrar's numbers thereunder. (Daily, official.) Various sized folders and envelopes, 322 ft., in steel filing cases. Vault, 1st floor. (1164)
106. TRUST ASSIGNMENTS, 1916 to date. Reports referring to Trust Assignments made by various agencies covering instruments in escrow. Filed alphabetically by name of agency and numerically by Registrar's number thereunder. (Daily, official.) 9 x 12 folders, 44 ft., in steel filing cases. Vault, basement. (1170)
107. EXAMINATION SCHEDULES, 1924 to date. Office work sheets and tapes used in connection with examinations. Filed chronologically. (Never.) 9 x 12 folders, 2 ft., in steel filing case. 1st floor. (1156)
108. PAYMENT NOTICES, 1929 - 1933. Filled-in forms showing payments applying on loans which are pledged with the registrar. Filed numerically by Registrar number. (Never.) 3 x 10 forms, 37 ft., in steel boxes. Vault, basement. (1172)
109. GENERAL COUNSEL'S FILES, 1929 to date. Correspondence and papers of the General Counsel for the Registrar. (Daily, confidential.) 9 x 12 folders, 2 ft., in steel filing case. Registrar's Office. (1174)
110. FEDERAL LAND BANK CARD FILE, 1932 to date. Cards showing registrar's loan number, Federal Land Bank loan number, and information as to what papers are filed and their disposition. Numerous gaps as cards cover only Land Bank transactions. May be used as an index to securities pledged by the Federal Land Bank. Filed numerically by registrar's number. (Daily, official.) 3 x 5 cards, 120 ft., in steel filing cases. 1st floor. (1159)
111. REGISTERED MAIL RECEIPTS, 1932 to date. United States Postal "Return Receipt for Registered Mail." Filed numerically by Postal Registry number. (Older receipts, never; current receipts, daily, official.) 3 x 5 cards, 4 ft., in bundles, and in wooden card cabinet. Basement vault and 1st floor. (1167, 1165)
112. CORRESPONDENCE, PRODUCTION CREDIT CORPORATION, 1933 to date. With the Production Credit Corporation and individual associations. (Daily, official.) 9 x 12 folders, 12 ft., in steel filing cases. 1st floor. (1155)
113. GENERAL CORRESPONDENCE, 1916 - 1933. Filed alphabetically by name of agent and chronologically thereunder. (About once a year, official.) 9 x 12 folders, 12 ft., in transfer cases. Basement vault. (1169)
114. LAND BANK COMMISSIONER REPORT FILE, 1933 to date. Concerning Farm Credit Administration subsidiary agencies. Filed chronologically. (About once a month, confidential.) 9 x 13 $\frac{1}{2}$  folders, 8 ft., in steel filing cases. 1st floor. (1154)
115. PAYMENT NOTICES FROM BANKS, 1933 to date. Filled-in forms showing payments made on loans. Notices missing under above dates will be found filed with the loan papers. Filed numerically by loan number. (Daily, official.) 4 x 10 slips, 7 ft., in steel boxes. Vault, basement. (1166)

116. SPECIAL COLLATERAL CARDS, 1933 to date. Showing number corresponding with the loan register, description of documents, where stored, and disposition. Used as an index to locate collateral. Filed alphabetically by name of pledging agency and numerically thereunder by loan number. (Daily, official.) 4 x 6 cards, 4 ft., in wooden filing case. Vault, 1st floor. (1161)

117. STATEMENTS FROM LAND BANKS, 1933 to date. Concerning securities pledged with registrar. Filed alphabetically by name of bank. (Occasionally, official.) 9 x 12 folders, 2 ft., in steel filing case. 1st floor. (1158)

118. BOND REQUESTS, Jan. 1936 to date. Forms showing each transaction concerning securities held by the registrar. Filed chronologically. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case. 1st floor. (1157)

119. CORRESPONDENCE OF REGISTRAR'S OFFICE, 1936. Filed alphabetically by name of correspondent. (Daily, confidential.) 9 x 12 folders, 16 ft., in steel filing cases. Registrar's Office. (1173)

#### SPRINGFIELD

##### EMERGENCY CROP AND FEED LOAN SECTION FIELD SUPERVISOR Federal Bldg., 830 Boonville Ave.

This office was established in 1930, and the supervisor acts in Greene, Christian, Stone, Polk, and Dallas counties. His duties consist mainly of collecting and adjusting loans. All reports are sent to the St. Louis office of the agency. Records reported are duplicates of those in the district office or temporary records maintained for the convenience of the field man.

120. FEED, SEED, AND 1934 DROUGHT LOANS, July 1, 1930 to date. Supplementary applications, applications for feed and seed loans, and inspection reports. Loans are made for specified yearly amounts excepting the 1934 drought loans which were made monthly. Originals of above records are sent to the regional office at St. Louis. Arranged by counties and borrower's name. (Frequently, official.) 9 x 12 folders, 12 ft., in wooden filing cases. R. 15. (338-342)

121. FIELD SUPERVISOR'S LEDGER OF LOAN COLLECTIONS, July 1, 1930 to date. Complete record of loan transaction, showing name and address of borrower, loan number, amount of loan, accumulated interest, monthly payments, number of temporary receipts issued by the field supervisor, and number of receipts issued by the regional office. (Daily, official.) 12 x 16 loose-leaf books, 4 in., on table. R. 15. (346)

122. LEDGER SHEETS OF REPAID LOANS, July 1, 1930 to date. Complete record of loan transactions, showing name and address of borrower, loan number, amount of loan, accumulated interest, monthly payments, number of temporary receipts issued by the field supervisor, and the number of official receipts issued by the regional office. (Rarely, official.) 12 x 16 loose sheets, 1 in., in filing case. R. 15. (345)

123. MISCELLANEOUS FILE, July 1, 1930 to date. Field supervisor's correspondence with applicants and regional office, and rejected applications. (Rarely, official.) 9 x 12 folders, 1 ft., in filing case. R. 15. (344)

124. OFFICIAL RECEIPT FILE, July 1, 1930 to date. Official receipts from the regional office for money repaid by borrower, showing code, name and address of borrower, loan number, accumulated interest, amount of payment, old balance, and balance due. (Rarely, official.) 4 x 14 folded sheets, 3 ft., in paste-board boxes. Scattered. R. 15. (337)

125. REPAID FEED, SEED, AND 1934 DROUGHT LOANS, July 1, 1930 to date. Papers pertaining to feed, seed, and 1934 drought loans that have been repaid in full, including supplementary applications, applications for feed, seed, and 1934 drought loans, inspectors' reports, and vouchers for loans. (Rarely, official.) 10 x 14 bundles, 2 ft., in filing case. R. 15. (343)



EXPEDIENTE

