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HIST. BIOP. & TRAIL

INVENTORY OF



FEDERAL ARCHIVES

IN THE STATES

FEDERAL PUBLICATIONS

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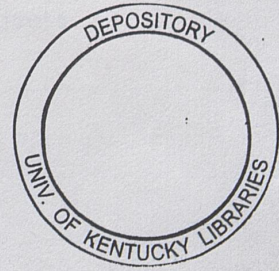
SERIES XVII. THE MISCELLANEOUS AGENCIES

NO. 40. SOUTH DAKOTA

NORTH DAKOTA HISTORICAL RECORDS SURVEY PROJECT

DIVISION OF COMMUNITY SERVICE PROGRAMS

WORK PROJECTS ADMINISTRATION



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Work Projects Administration

The National Archives
Cooperating Sponsor



SERIES XVII. THE MISCELLANEOUS AGENCIES

NO. 40. SOUTH DAKOTA

Bismarck, North Dakota
The Historical Records Survey Projects
1942

The Historical Records Survey Projects

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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 and of the Work Projects Administration.

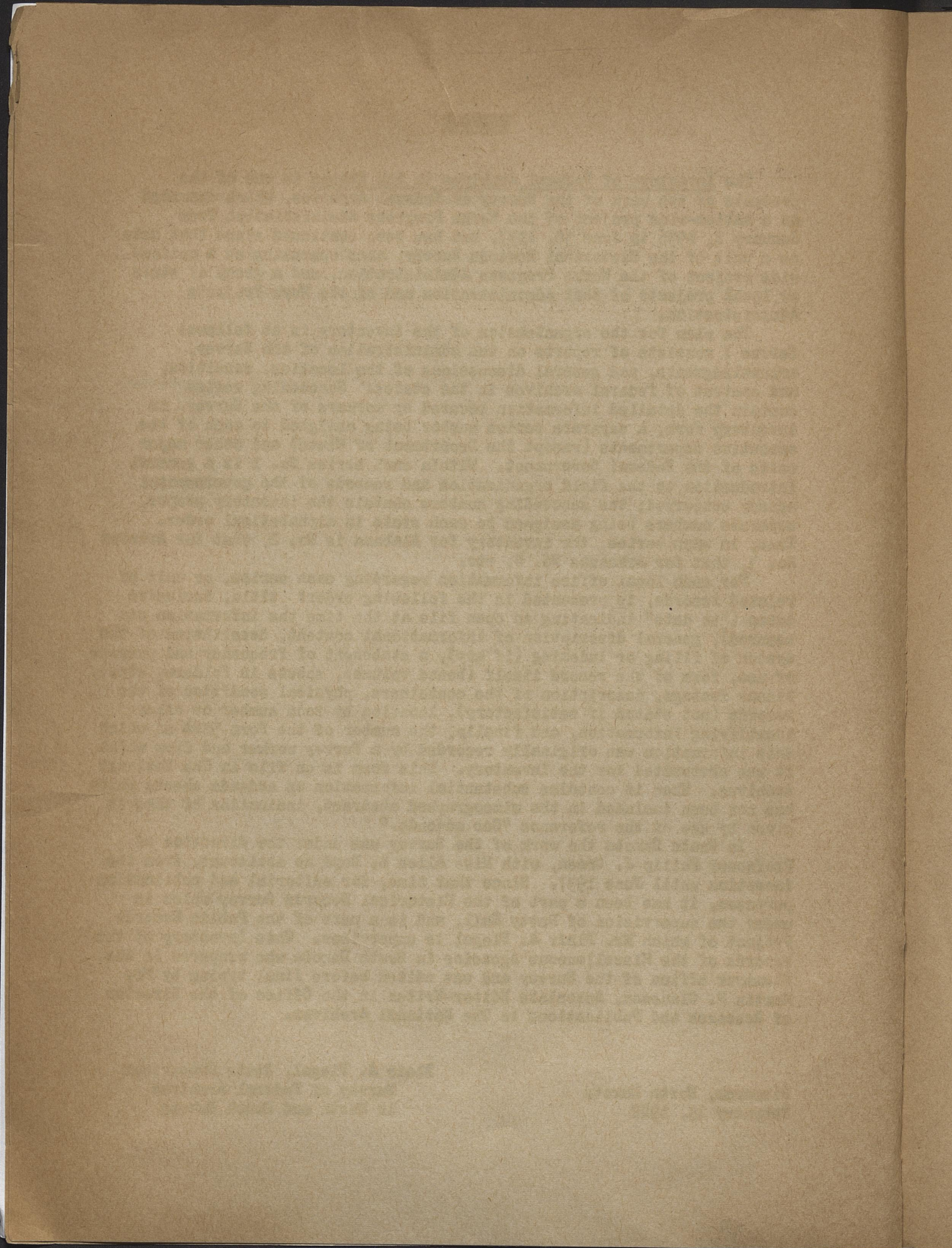
The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured 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 South Dakota the work of the Survey was under the direction of Professor Philip J. Green, with Miss Alice L. Boyd as assistant, from its inception until June 1937. Since that time, for editorial and publication purposes, it has been a part of the Historical Records Survey which is under the supervision of Betty Hall, and is a part of the Public Records Project of which Mr. Blair A. Flegal is supervisor. This Inventory of the records of the Miscellaneous Agencies in South Dakota was prepared in the Bismarck office of the Survey and was edited before final typing by Mr. Martin P. Claussen, Associate Editor-Writer in the Office of the Director of Research and Publications in The National Archives.

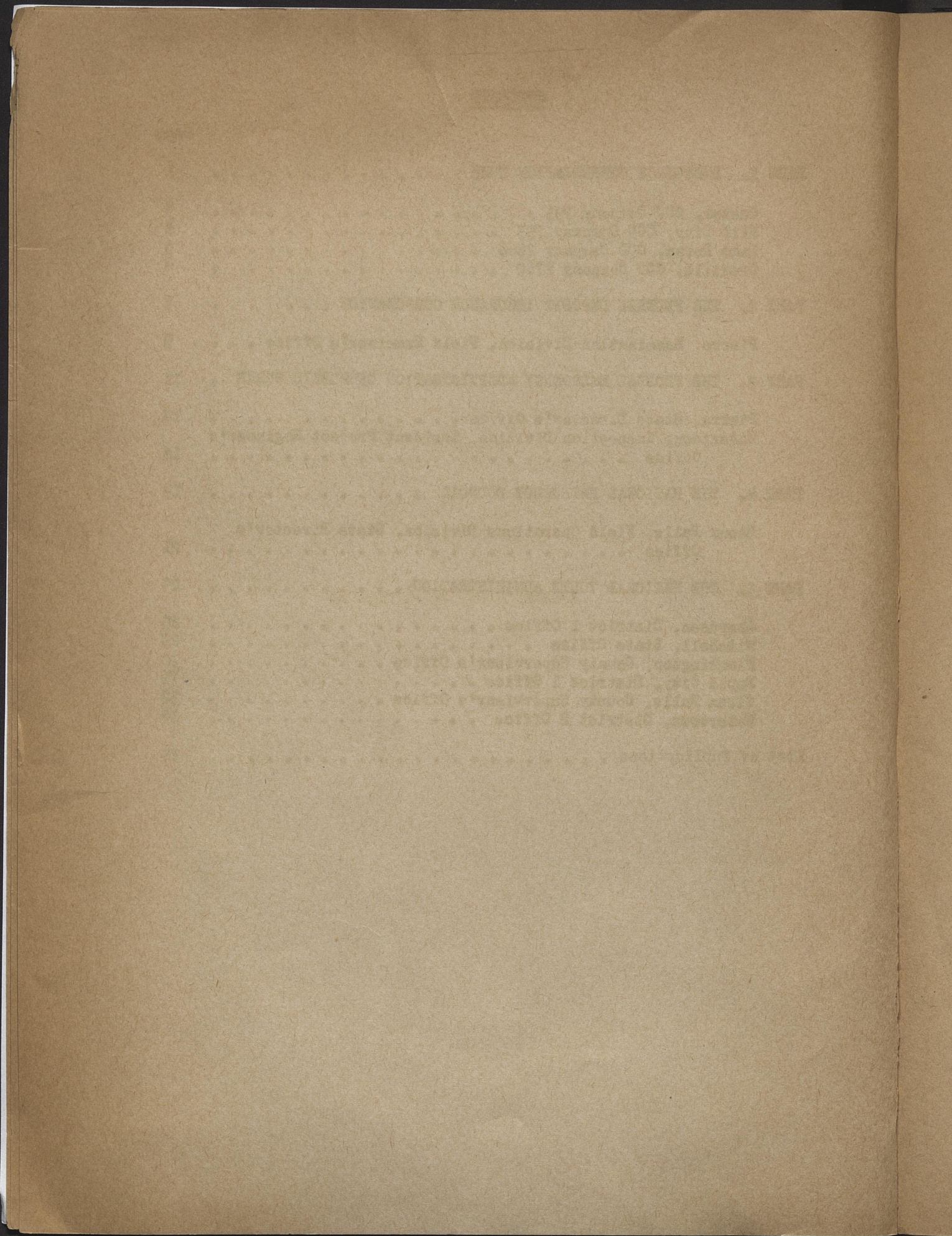
Bismarck, North Dakota
February 15, 1942

Blair A. Flegal, State Supervisor
Survey of Federal Archives
in North and South Dakota



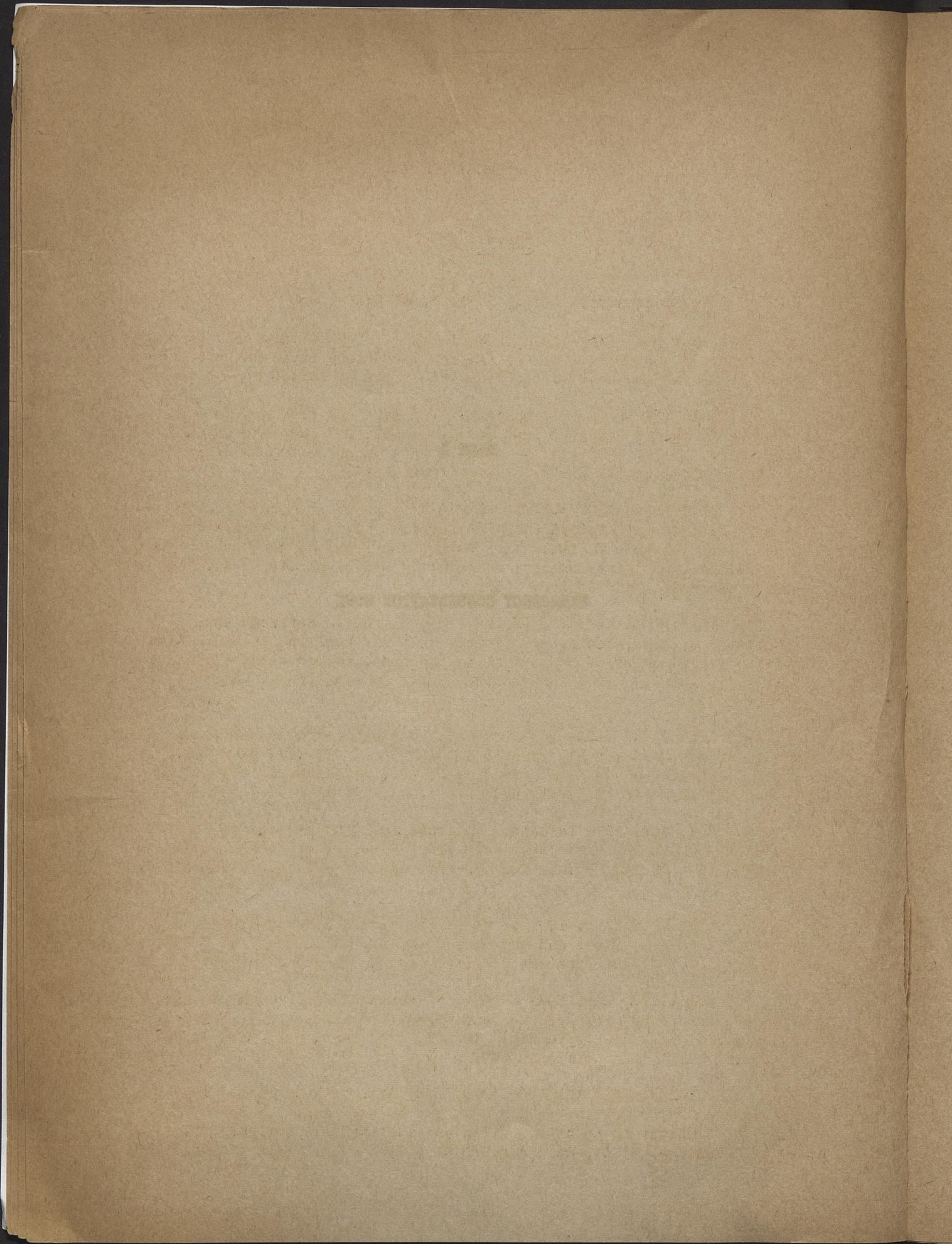
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PART 1

EMERGENCY CONSERVATION WORK



EMERGENCY CONSERVATION WORK

CUSTER

CCC COMPANY 791
Headquarters Bldg., 9 mi. W. of Custer

This camp was established in April 1933. Reports are sent to the Department of Agriculture and to the War Department each quarter, and other documents are sent to the District Office at Fort Crook at Omaha.

1. CAMP EXCHANGE, 1933 to date. Vouchers and receipts from business firms for supplies that were purchased and made use of in this camp. (Daily, official.) 10 x 12 envelopes, 2 ft., in drawer of steel filing case. Dirty. Main office. (43)
2. INDIVIDUAL PROPERTY RECORD, 1933 to date. Record of every item of bedding and clothing that an enrollee might be issued. They are held responsible for all items except one issue of clothes. Filed alphabetically. (Occasionally, official.) 8 x 10 sheets, 2 in., on wooden shelves. Main office. (50)
3. INDIVIDUAL RECORD FILE, May 1933 to date. Applications, examinations, work sheets, and fingerprints for each individual. Also a daily record sheet of happenings in the camp. Filed alphabetically. (Daily, official.) 10 x 12 bundles, 3 ft., in steel case. Main office. (46)
4. KITCHEN RECORDS, 1933 to date. Requisitions for supplies, menus, orders, and monthly reports on money used for food supplies. (Daily, official.) 10 x 12 envelopes, 6 in., in drawer of steel filing case. Dirty. Main office. (47)
5. MAP, Apr. 1933 to date. Railroad map that is used as a guide for routes which enrollees take when going home. (Occasionally, official.) 5 x 10 map, $\frac{1}{2}$ in., hung on east wall of office. Main office. (44)
6. MESS FILE, Apr. 1933 to date. Menus and food orders, also a record of the camp funds and vouchers. (Daily, official.) 10 x 12 envelopes, 2 ft., in 4 drawers of filing case. Main office. (45)
7. OLD FILES, Apr. 1933 - 1934. Correspondence, vouchers, old food supply orders, regulations, and miscellaneous records. Filed by individual. (Seldom, official.) 10 x 12 folders, 2 ft., in 4 drawers of filing case. Main office. (41)
8. OUTGOING MAIL AND CORRESPONDENCE, Apr. 1933 to date. All correspondence pertaining to the business of the camp. Copies of all final statements and reports. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in 4 drawers of filing case. Main office. (42)

9. TRUCK RECORDS, 1933 to date. Records of the initial cost and upkeep, including repairs, gasoline, oil, grease for all motor vehicles. Filed chronologically. (Daily, official.) 10 x 12 folders, 6 in., in drawer of filing case. Main office. (48)

10. INCOMING MAIL, 1934 - 1936. Complete record of all incoming mail, such as radiograms, pamphlets, bills of lading, and War Department regulation unpaid invoices. Also two bound volumes of memoranda. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in 4 drawers of filing case. Main office. (49)

11. OUTGOING CORRESPONDENCE, May 1933 - July 3, 1936. Carbon copies of all mail sent out of this camp. Filed by month. (Daily, official.) 10 x 12 folders and envelopes, 1 ft., in drawer of steel filing case. Office. (39)

12. COMPANY FUND, July 1935 to date. Vouchers and pay rolls of this company. Filed chronologically. (Rarely, official.) 10 x 12 folders and envelopes, 1 ft., in drawer of filing case. Office. (40)

13. CURRENT FILES AND REGULATIONS, July 1, 1936 - July 30, 1936. Civilian correspondence, reports, statements, copies of pay rolls, civil service data, reports, and records of the educational programs, and requisitions. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft., in drawer of steel filing case. Office. (38)

HILL CITY

CCC COMPANY 793

Tigerville Camp, 9 mi. W. of Hill City

- (A) Camp Hospital
- (B) Headquarters Bldg.
- (C) Camp Education Bldg.
- (D) Mess Hall
- (E) Company Store Bldg.
- (F) Forestry Office
- (G) Recreation Hall

This camp was established in May 1933. Papers known to be useless are destroyed. Copies of all current records are sent to headquarters. Very few are sent to Washington.

14. CLINICAL AND MEDICAL RECORDS, May 1933 to date. Containing sick reports, daily sick book, diagnosis of cases, reports of injuries, record of inoculation, vaccination reports, and records of the dispensing of all medicines and narcotics. Filed chronologically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 filing cases. Main room (Bldg. A). (6)

15. DEAD FILE, 1933 - May 1936. Containing all regulations, and fiscal and other reports of the company. (Never.) 10 $\frac{1}{2}$ x 8 $\frac{1}{2}$ bound volumes, 3 ft., in pasteboard box. Attic (Bldg. B). (3)

16. EDUCATIONAL CLASSIFICATIONS, May 1933 to date. Records of class work, and welfare and recreational records of the company. Filed chronologically. (Daily, official.) 10 x 12 folders, 16 ft., in 8 drawers of steel filing case. Study hall (Bldg. C). (11)

17. KITCHEN RECORDS, May 1933 - 1936. Ration records, menus, and records of stores. Filed chronologically. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. Store room (Bldg. D). (9)

18. RECEIPTS, May 1933 to date. Records of all property issued. Filed chronologically. (Daily, official.) 10 x 12 and 4 x 10 folders, 3 ft., in 2 drawers of steel filing case. Store room (Bldg. E). (10)

19. SUSPENDED FILE, May 1933 - 1936. Pay rolls, communications, and reports. Filed by individual. (Daily, official.) 10 x 12 folders, 2 ft., in 4 drawers of steel filing case. Main office (Bldg. B). (4)

20. TECHNICAL SERVICE, May 1933 to date. Accounts of project, correspondence, motor transportation and ECW reports. Filed chronologically. (Daily, official.) 10 x 12 envelopes, 12 ft., in one wooden file and 3 wooden boxes. Main room (Bldg. F). (7)

21. VOUCHERS AND INVOICES, May 1933 to date. Vouchers and invoices of supplies and equipment for camp, store, or exchange. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. Camp exchange (Bldg. G). (8)

22. CORRESPONDENCE, May 1936 to date. Correspondence with the district headquarters at Fort Crook, Nebr. Filed by individual. (Daily, official.) 10 x 12 folders, 1 ft., in 4 drawers of steel filing case. Main office (Bldg. B). (2)

23. INDIVIDUAL RECORDS, May 1936 to date. Personal record of each man enlisted at this camp. Also a brief history, discharge paper, fingerprints, medical examinations, and applications. Filed by individual. (Daily, official.) 10 x 12 folders, 2 ft., in 4 drawers of steel filing case. Main office (Bldg. B). (1)

24. SPECIAL ORDERS, Jan. 1936 to date. Orders for headquarters, memoranda for headquarters, authorities to purchase supplies, and special orders for company. Filed chronologically. (Daily, official.) 8 x 14 loose-leaf books, 6 in., hung on the wall. Main office (Bldg. B). (5)

LAKE DORAN

CCC COMPANY 2666

Headquarters Bldg., 5 mi. E. of Custer

This camp was established in 1933. Useless papers are destroyed. Complete working data are sent to Regional Headquarters. Very few documents are sent to the Washington office.

25. CAMP EXCHANGE, July 18, 1933, to date. Vouchers, receipts, and general disbursements of the camp. Filed by month. (Daily, official.) 10 x 12 folders, 1 ft., in cabinet. Camp Doran office. (5)

26. CORRESPONDENCE, July 18, 1933 to date. Correspondence chiefly with district headquarters at Fort Crook, Nebr. Filed chronologically. (Daily, official.) 10 x 12 folders, 2 ft., on desk drawer. Camp Doran office. (52)

27. INDIVIDUAL RECORDS, July 18, 1933 to date. Examination papers, copies of their applications, copies of their discharge, small amount of their private history and the ratings they received at this camp. Filed alphabetically. (Daily, official.) 10 x 12 folders, 4 ft., in a steel lock boxes. Camp Doran office. (1)

28. PAY ROLLS, July 18, 1933 to date. Pay rolls for all enrollees and officers and rangers at the camp. Filed chronologically. (Daily, official.) 10 x 12 envelopes, 1 ft., in wooden cabinet. Camp Doran office. (3)

29. REPORTS, July 18, 1933 to date. Reports on trucks and automobiles, their cost and upkeep; kitchen reports on rations and costs of same; and reports on orders which were issued and carried out. Filed chronologically. (Never.) 10 x 12 folders, 1 ft., in wooden cabinet. Camp Doran office. (4)

OREVILLE

CCC COMPANY 2760

Headquarters Bldg., 6 mi. SW. of Hill City

This camp was established in October 27, 1935. Useless papers are destroyed. No records are sent to the Washington office, but weekly and monthly reports are sent to the district headquarters at Fort Crook, Nebr.

30. GENERAL ORDERS AND REQUISITIONS, 1934. Superintendent's orders, special orders, vouchers, memorandums, general orders, and publications. Filed by individual. (Daily, official.) 10 x 12 folders, 2 ft., in 3 drawers of steel filing case. Office room. (1)

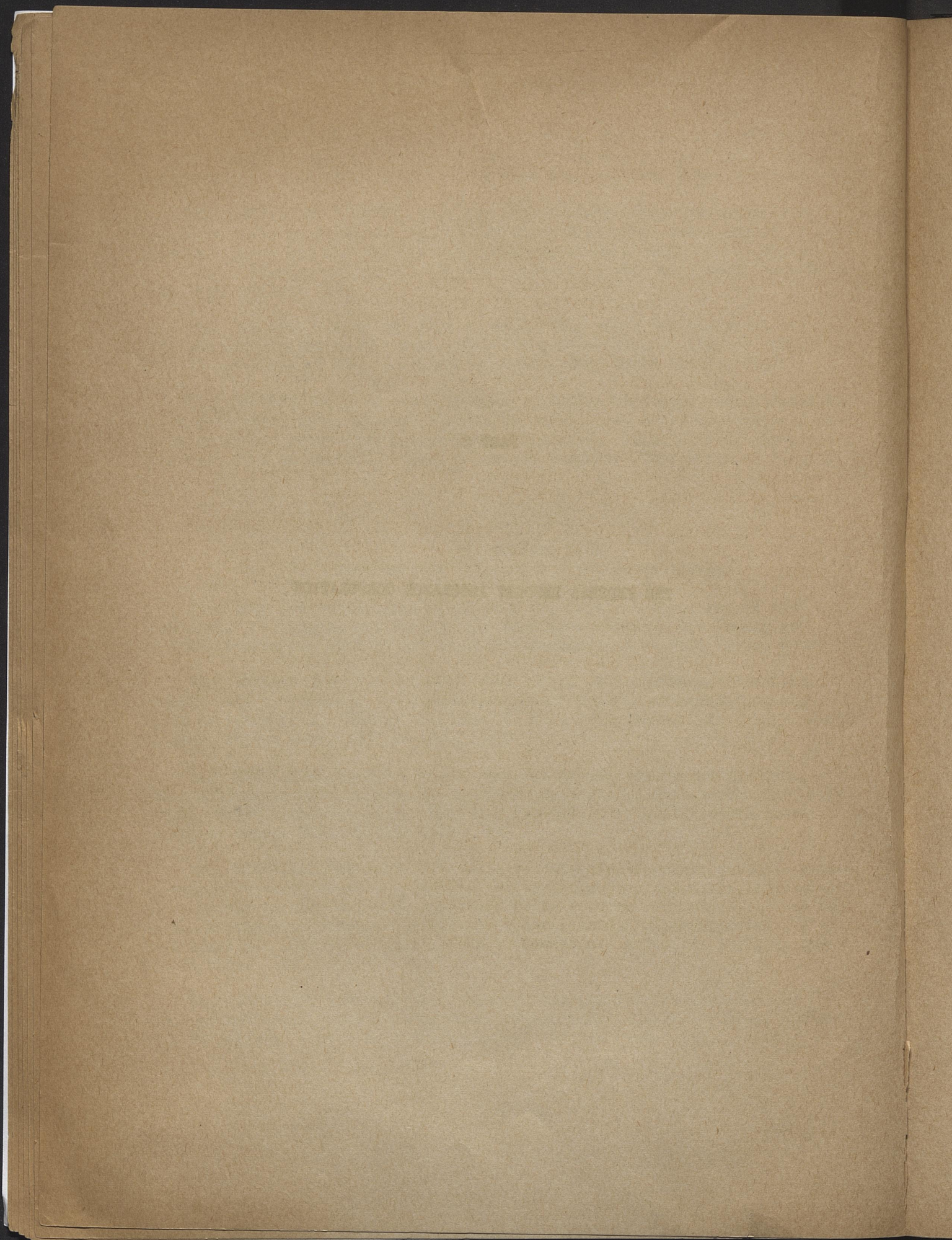
31. INDIVIDUAL RECORDS, 1934. Records of each member of the camp, showing complete history such as physical examination, application, and work sheet. Filed alphabetically. (Daily, official.) 10 x 12 folders, 1 ft. 6 in., in wooden box. Office room. (4)

32. MISCELLANEOUS FILE, July 1934 to date. Radiograms, purchase orders, operation reports, receiving reports, bills of lading, pay rolls, correspondence, weekly laundry and shoe reports, ration reports, religious service reports, statements, receipts, athletic reports, and shipping tickets. Filed individually. (Daily, official.) 10 x 12 folders, 2 ft., in 3 filing cases. Office room. (2)

33. VOUCHERS, 1934 - 1936. Vouchers and receipts for payments of supplies and stores used in this camp. Filed individually. (Daily, official.) 10 x 12 folders, 2 ft., in 3 filing cases. Office room. (3)

PART 2

THE FEDERAL DEPOSIT INSURANCE CORPORATION



THE FEDERAL DEPOSIT INSURANCE CORPORATION

PIERREEXAMINATION DIVISION
FIELD EXAMINER'S OFFICE
State House

This office was established in 1933. Original reports are sent to district 9 office at St. Paul, where many copies are made and sent out to various interested parties such as banks and examiners. A copy is probably sent to the Washington office. One of the examiners lives here and he usually works in South Dakota and keeps his copies of reports in the Banking Department in the State House. No special office is maintained as the examiner is constantly traveling. An employee of the Banking Department handles his files in his absence.

34. COPIES OF REPORTS ON ALL BANKS COVERED BY PRESENT EXAMINER IN SOUTH DAKOTA, 1935 - 1936. He makes a pencil copy and sends it to district office, where it is typed (several copies are made, one of which is returned to him and filed here). Filed alphabetically. (Seldom, official.) 9 x 15 folders, 6 ft., in 3 drawers of steel filing case. Room A-306. (274)

35. "HACKS" OR WORK SHEETS, 1936. Embodies all computations by examiner concerning the affairs of a given bank. Filed alphabetically. (Seldom, official.) 6 x 10 envelopes, 4 ft., in 2 drawers of steel filing case. Room A-306. (277)

36. LINE SHEETS, 1936. Made out for every account in the bank and gives a complete history of that account. Filed alphabetically. (Seldom, official.) 6 x 10 covers and bundles, 4 ft., in 2 drawers of steel filing case. Room A-306. (276)

37. MISCELLANEOUS MATERIAL, 1934 - 1936. Correspondence, bulletins, instructions; reports, line sheets, and work sheets on banks which have been closed or consolidated by the examiner on account of failure to come up to standards. Filed alphabetically. (Seldom, official.) 9 x 15 and 6 x 10 folders, envelopes, and bundles, 1 ft. 6 in., in drawer of steel filing case. Room A-306. (275)

THE HISTORY OF THE UNITED STATES

CHAPTER I
THE EARLY HISTORY OF THE UNITED STATES

The first European settlement in North America was made by the Spaniards in 1492. They discovered the continent of America, and in 1498, Christopher Columbus, in the service of Spain, discovered the West Indies. In 1492, Columbus discovered the continent of America, and in 1498, Christopher Columbus, in the service of Spain, discovered the West Indies.

The first English settlement in North America was made by the Pilgrims in 1620. They landed at Plymouth, Massachusetts, and in 1630, the Puritans, led by John Winthrop, settled at Boston, Massachusetts.

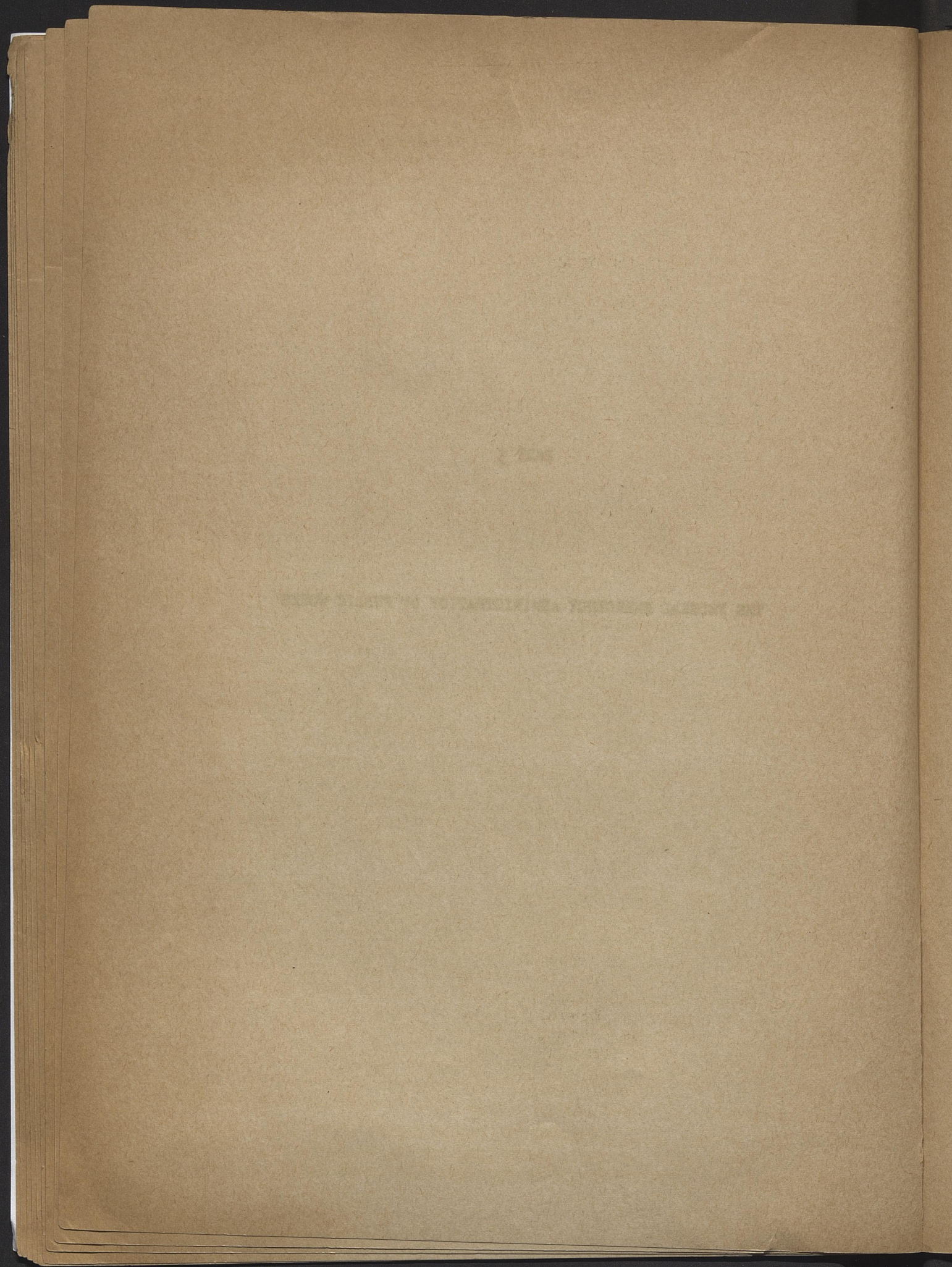
The first French settlement in North America was made by the French in 1608. They settled at Quebec, Canada, and in 1624, the Dutch, led by Peter Minuit, settled at New Amsterdam, New York.

The first Spanish settlement in North America was made by the Spaniards in 1565. They settled at St. Augustine, Florida, and in 1582, the English, led by Sir Walter Raleigh, settled at Roanoke, Virginia.

The first American settlement in North America was made by the Americans in 1776. They declared their independence from Great Britain, and in 1781, they won the Battle of Yorktown, which led to the end of the Revolutionary War.

PART 3

THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS



THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

PIERRE

DIVISION OF ADMINISTRATION
STATE DIRECTOR'S OFFICE
Schubert Bldg., 200 E. Dakota Ave.

This agency was established in August 1933. It was first housed in the State House, moved to the city hall in 1934, and to its present location in 1936. Prior to June 1935 the State office organization consisted of administrative and engineering personnel. Since June of 1935, the legal and finance sections have been added. Complete copies of all papers and records are kept. Either originals or copies of all documents are sent to the National office at Washington.

38. DAILY RECORDING DOCKET REPORTS, Oct. 1, 1934 to date. Reports received daily from headquarters, showing status of all projects, applications, and so forth received to date; list of applications received in State office; applications received in central office (active dockets); amendments requested; status changes (active and inactive dockets); report of divisional action (approvals and disapprovals); construction reported completed; and construction reported started under various programs. Filed chronologically. (Daily, official.) 9 x 12 booklets, 4 ft., in 2 drawers of steel filing case. Hall S. of main office. (242)

39. ADMINISTRATIVE ORDERS, May 1935 to date. Orders and bulletins covering various phases of work of the PWA. Filed chronologically. (Daily, official.) 8 x 11 loose sheets, 7 ft., in 2½ drawers of steel filing case and on top of case. Hall S. of main office. (243)

40. MANUFACTURING AND CONSTRUCTION COMPANIES AND PERSONAL FILES (CORRESPONDENCE), (c) July 1933 to date. Correspondence with various firms regarding costs of materials and construction work; correspondence with various persons connected with the PWA. Arranged by subject and alphabetically. (Weekly, official.) 9 x 12 folders, 2 ft., in drawer of steel file case. Hall S. of main office. (244)

41. GENERAL MISCELLANEOUS FILES, (c) June 1933 to date. Bulletins and letters of instruction from headquarters regarding the PWA program; correspondence with administration officials; projects division reports numbers 1 to 6; suggested procedure for programming; legal division orders; legislative actions affecting PWA; information concerning League of South Dakota Municipalities; directory of league officials; digest of Congressional Record and Federal Register pertaining to PWA; educational and building facilities provided by PWA allotments; National Resources Board circulars; legal division information sheets; and telegrams. Filed by subject alphabetically, and chronologically thereunder. (Daily, official.) 9 x 12 folders, pockets, bundles, and loose sheets, 7 ft. in 8 drawers of (4) steel filing cases. File room, north central. (245)

42. OLD MISCELLANEOUS MATERIAL, (c) Aug. 1933 - Mar. 1935. Contains list of architects and engineers on S. Dak. PWA projects; specifications for standard rural schools of several types; copy of labor bond; information on workmen's compensation insurance; copy of Coast and Geodetic Survey entitled Roots of Mountains; information on contracts and contractors; construction codes, civil works application instructions; statistics on employment and pay rolls; lists of approved projects; radio broadcast by Harold Ickes; allotment advice; address by M. L. Wilson, Assistant Secretary of Agriculture. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 4 in., in 2 drawers of steel filing case. Hall S. of main office. (246)

43. OLD ALLOTMENT LEDGER, Aug. 1933 - May 8, 1934. Ledger covering administration expenses of the State Engineer's office and State Advisory Board of the National Industrial Recovery 03/5644 Federal Emergency Administration of Public Works, showing allotments, expenses, and balances. Arranged by type of expense. (Rarely, official.) 11 x 16 vol., 2 in., in steel filing case. Hall S. of main office. (247)

44. OLD CORRESPONDENCE, ETC. PERTAINING TO PUBLIC WORKS ADMINISTRATION PROJECTS, July 1933 - 1934. Consists of letters of inquiry about the program, and replies to queries. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Hall S. of main office. (248)

45. NIRA DOCKETS OR PROJECTS - APPROVED, 1933 to date. Contains for each project financed by the NIRA appropriation correspondence, specifications of work, blueprints of inside work on buildings, contracts for work, sub-contracts, loan and grant agreements, insurance policies, and other forms and information. Filed subjectively and by project. (Daily, official.) 9 x 12 folders and envelopes, 20 feet, in 10 drawers of (2) steel filing cases. Hall S. of main office. (249)

46. DISAPPROVED PROJECTS - NIRA, 1933 - (c) 1935. Correspondence, proposals, and instructions concerning projects which were applied for, but were not approved. Filed alphabetically. (Seldom, official.) 9 x 15 folders, 1 ft. 3 in., in 3 drawers of steel filing case. Hall S. of main office. (250)

47. MINUTES OF MEETINGS OF STATE ADVISORY BOARD, Aug. 4, 1933 - Dec. 8, 1933. Records of meetings of the State Advisory Board concerning the approval or disapproval of various proposed projects; inventories of S. Dak. WPA applications giving date of application and approval. Arranged chronologically. (Seldom, official.) 9 x 12 loose papers, $\frac{1}{2}$ in., in drawer of steel filing case. Hall S. of main office. (251)

48. INCOMING MAIL LOG, Feb. 1, 1934 - Feb. 1, 1937. Record of all communications received giving receipt number, name of sender, and short description of contents. Arranged numerically. (Daily, official.) 9 x 12 loose papers, 4 in., in drawer of steel filing case. File room, north central. (252)

49. CARD INDEX FILING SYSTEM FOR CORRESPONDENCE, Feb. 1, 1937 to date. Triplicate cards recording incoming communications; cross index to correspondence. White card filed alphabetically, blue cards filed numerically,

pink cards chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in card filings boxes. File room, north central. (253)

50. APPROVED PROJECTS (DOCKET FILES) - ERA 1935 APPROPRIATION, 1933 to date. Record of projects, some applied for as early as 1933, which were approved under the 1935 appropriation. Filed by project code file system. (Daily, official.) 9 x 15 folders and envelopes, 9 ft., in 4 drawers of steel filing case. File room, north central. (254)

51. APPROVED PROJECTS (DOCKET FILES) - FDA APPROPRIATIONS, 1933 to date. Projects recommended from time to time since 1933, and receiving final approval under the 1935 FDA appropriation. Filed by project code filing system. (Daily, official.) 9 x 15 folders and envelopes, 7 ft. 6 in., in 4 drawers of steel filing case. File room, north central. (255)

52. ACCOUNTING AND AUDITING INFORMATION, 1933 to date. Various forms with sample blanks attached giving information for accounting and auditing of payments of loans and grants for projects. Filed by project code filing system. (Daily, official.) 9 x 15 folders, 3 ft. 3 in., in 2 drawers of steel filing case. File room, north central. (256)

53. UNAPPROVED PROJECTS, 1933 to date. Record of projects pending consideration of the board, showing description of project, proposals, applications, requests, and correspondence. Filed numerically. (Seldom, official.) 9 x 15 folders, 2 ft. 3 in., in drawer of steel filing case. File room, north central. (275)

54. DISAPPROVED PROJECTS (ERA AND FDA), (c) 1935 to date. Projects which have been disapproved either by State of National board, showing description of project, request, and correspondence. Filed by project code filing system. (Occasionally, official.) 9 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. File room, north central. (258)

55. RESCINDED PROJECTS - NIRA - ERA - FDA, 1933 to date. Record of projects on which work has been started but was discontinued through failure of contractors or communities to fulfill their pledges, or for some other reason. Filed numerically. (Daily, official.) 9 x 15 folders, 2 ft. 6 in., in 2 drawers of steel filing case. File room, north central. (259)

56. ENGINEERS' REPORTS FILE, 1933 to date. Contains copy of application; correspondence; and engineers' reports (NEC 3's) on project; also contains some loan and grant requisitions, and memoranda from the legal and finance sections. Filed numerically. (Occasionally, official.) 9 x 15 folders, 8 ft. 6 in., in 4 drawers of steel filing case. File room, north central. (260)

57. CHANGE ORDER BOOK, Apr. 1936 to date. Contains PW Form 1-57 listing all change orders concerning project, with dates, amounts, etc. Arranged numerically by project numbers. (Daily, official.) 9 x 12 loose-leaf book, 1 in., on top of desk. File room, north central. (261)

58. LIST OF PICTURES RECEIVED, Feb. 28, 1936 - Apr. 28, 1936. List of pictures of 26 projects, showing docket number of project, name

of applicant, subject of picture, number of pictures, date received, from whom received, to whom returned, date returned. (Rarely, reference.) 13 x 18 envelope and 8 x 14 loose sheet, $\frac{1}{2}$ in., in drawer of steel filing case. File room, north central. (262)

59. LEGAL DIVISION ORDERS AND ADMINISTRATIVE ORDERS, n. d. Contain sheets of instruction and orders received from administrative officials. Filed numerically by order number. (Occasionally, official.) 9 x 15 bound vols. (3), 4 in., in drawer of steel filing case. File room, north central. (263)

60. FINANCE DIVISION INFORMATION ON PROJECTS, 1933 - (c) Feb. 1936. Correspondence with finance division relative to the project, financial statements made by applicants for loans and grants, and field reports of project. Arranged numerically by project number and by classification of project. (Occasionally, official.) 9 x 15 folders, 2 ft. 3 in., in drawer of steel filing case. File room, north central. (264)

61. PROJECT FILES FOR LEGAL DIVISION, 1933 to date. Correspondence concerning project and the legal division. Arranged numerically by project number. (Occasionally, official.) 9 x 15 folders, 7 ft., in 7 drawers of steel filing case. File room, north central. (265)

62. PWA DOCKETS, 1933 to date. Contain master dockets, summary dockets, duplicate transfer file, and correspondence folder for the legal division. Arranged numerically and alphabetically. (Daily, official.) 9 x 15 folders, 4 ft., in 2 drawers of steel filing case. W. room, S., 2d floor. (278)

63. SOUTH DAKOTA STATE DOCKETS, 1935 to date. Dockets of projects approved under ERA and FDA appropriations, consisting of transcript file, correspondence file, miscellaneous file, requisition folder, draft of offer, application, approval sheet, NEC form, finance report, engineering report, and legal report. Card index file. (Daily, official.) 9 x 15 folders, 6 ft., in 3 drawers of steel filing case. W. room, S., 2d floor. (279)

64. MISCELLANEOUS FILE, 1933 to date. Contains bulletins; miscellaneous correspondence; closing forms; State Census of Incorporated Places, 1935; Educational Directory, 1934 and 1935; bond transcripts in S. Dak.; index to names and addresses of engineers on project; miscellaneous finance folder of specimen bonds; ward general file; progress chart; new legislation; private projects file; questionnaires on various subjects such as bond sales to other than Federal Government, elections, and pending projects; and preliminary legal memoranda. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft. 3 in., in drawer of steel filing case. W. room, S., 2d floor. (280)

65. ADMINISTRATIVE ORDERS, ETC., 1933 to date. Administrative orders, legal division orders. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf books, 1 ft., in drawer of desk of chief counsel. W. room, S., 2d floor. (281)

66. CHIEF CLERK'S FILES, 1933 to date. Consists of record of equipment, supplies, materials; administrative and organization orders and

memoranda, including rules and regulations, office methods, travel and transportation, office space, accounting; and personnel. Filed by project code system. (Daily, official.) 9 x 12 folders, 9 ft., in 4 drawers of steel filing case. NW. room, 2d floor. (282)

67. RECORD OF CONFERENCES, DISCUSSIONS, AND TRANSACTIONS, Oct. 13, 1936 to date. Reports of chief engineer or assistance on all conferences on matters pertaining to PWA work, giving date and time, subject, and record of business transacted. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf book, 1 in., on table near chief engineer's desk. NW. room, 2d floor. (283)

68. CONTRACT RECORD BOOKS, 1933 to date. Record of advertisements and awards of contracts for general or principal construction work on ERA, FDA, and NIRA projects. (Occasionally, official.) 9 x 15 loose-leaf vols. (4), 3 in., on top of steel file. NW. room, 2d floor. (284)

69. MEMORANDUMS, INSTRUCTIONS, ETC., 1933 to date. Printed matter received from headquarters covering instructions to PWA engineering division and all subdivisions and employees regarding work, reports, etc.; detailed instructions on project problems; instructions to engineers from State Director. Arranged numerically by project number. (Occasionally, official.) 9 x 15 folders, 3 ft., in 2 drawers of steel filing case. NW. room, 2d floor. (285)

70. REPORTS AND CORRESPONDENCE, 1933 to date. Correspondence regarding projects; list of approved projects; summary information concerning each project, as dates applications received, approved, contracts let, to whom let; copies of reports to assistant administrator; state engineer-inspector's weekly labor reports; projects division reports relative to status of pending and allotted non-federal projects; daily docket report summary; bond contract status report; progress reports; status of projects contracted reports; inspection approved reports; weekly personnel report; preliminary progress report on projects approved under 1935 Act; list of firms from which contract awards shall be withheld; PWA memoranda; weekly progress reports; daily report for applications received; daily report of major changes in status of application occurring after approval by President. Filed alphabetically. (Seldom, official.) 9 x 15 folders and loose-leaf vols., 4 ft. 6 in., in 2 drawers of steel filing case. NW room, 2d floor. (286)

71. INVENTORIES AND PRELIMINARY CORRESPONDENCE, Dec. 1934 to date. Contains list of parties to whom application forms for non-federal PWA projects under 1935 Act were sent; prospects which should be contacted; statement defining types of applications to be considered; summary and breakdown of inventory of works projects; National work's inventory by counties; required information about projects and blueprints. Filed alphabetically by counties. (Daily, official.) 9 x 15 folders, 3 ft. 6 in., in 2 drawers of steel filing case. NW. room, 2d floor. (287)

72. MAPS AND PLANS FILE, 1935 to date. Blueprints of each detail of each ERA or later project. Arranged numerically by docket number. (Daily, official.) 24 x 36 blueprints, 3 ft., in steel map file. Hall, 2d floor. (288)

73. RECORD SHEETS OR BOOKS, 1933 to date. Administrative orders, copies of inspection division transmittal letters accompanying plans, specifications, contracts, etc., PWA docket record sheets, docket record book which contains record of every docket giving engineer, contractor, and all dates of approval, grants, work began or stopped, etc. Filed chronologically. (Daily, official.) 9 x 15 and 9 x 12 loose-leaf books, 2 ft., on desk. NE. room, 2d floor. (289)

74. COPIES OF DOCKET OR PROJECT FILES, 1933 to date. Copies of files found in filing room, including completed NIRA dockets, uncompleted NIRA dockets, and uncompleted ERA dockets. Arranged alphabetically and numerically. (Daily, official.) 9 x 15 folders, 15 ft., in 10 drawers of steel filing case. NE. room, 2d floor. (290)

WATERTOWN

INSPECTION DIVISION
RESIDENT PROJECTS ENGINEER'S OFFICE
City Hall

This PWA office at Watertown was established in the fall of 1934. Reports are sent to the State Engineer Inspector at Aberdeen, who sends them to the Director of Inspection Division in the Washington office.

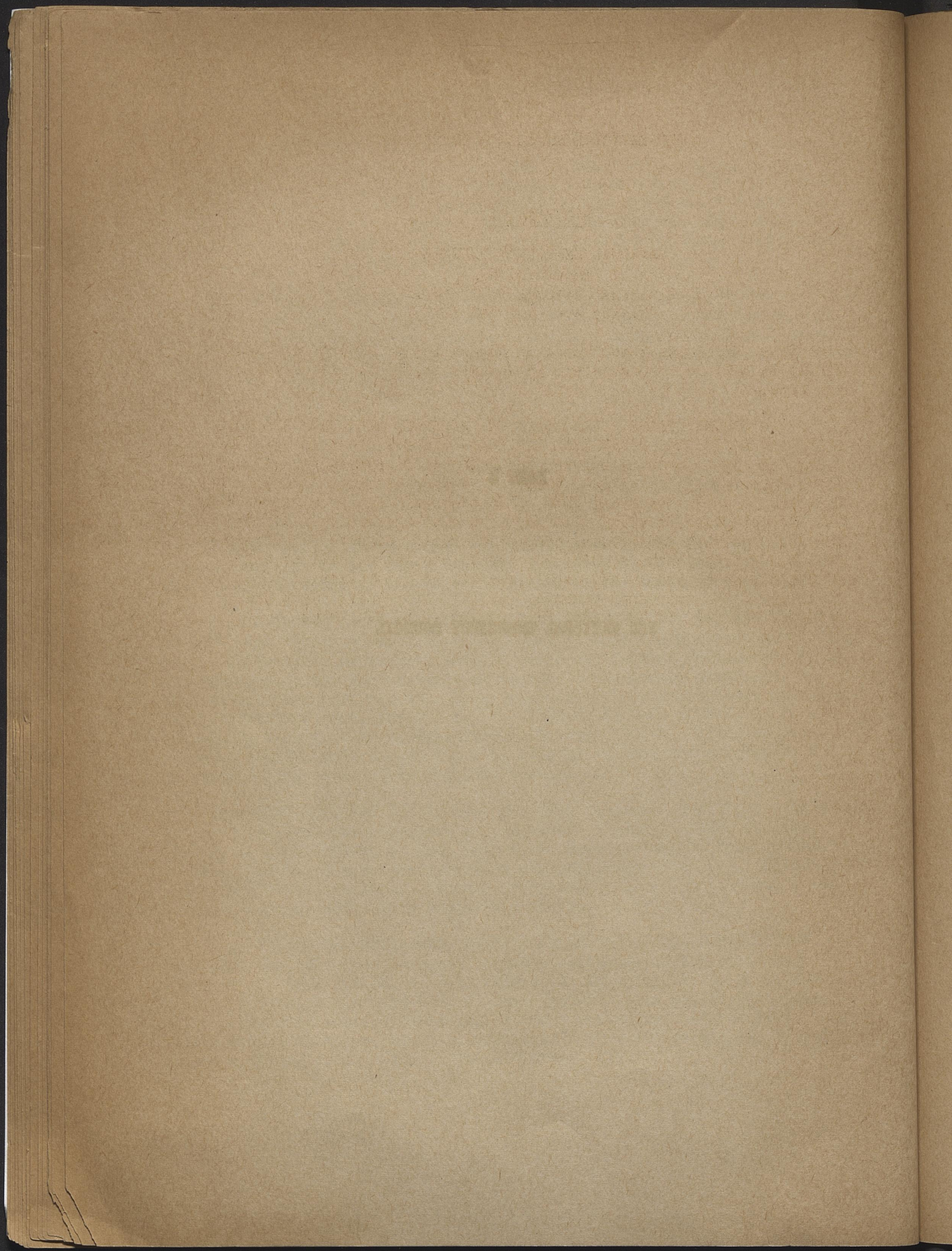
75. APPROVED DOCUMENTS AND OFFICIAL CORRESPONDENCE PERTAINING TO DOCKETS, Jan. 29, 1936 to date. Documents on approved projects consisting of the following: agreements between owner and Federal Government, plans and specifications, contractor's estimates, break-downs, contracts, insurance and bond certificates, bids, and official correspondence pertaining to dockets S. Dak. 1054-R, S. Dak. 1052-R, S. Dak. 1051-R, S. Dak. 1043-R, S. Dak. 1047-R, S. Dak. 1044-R, S. Dak. 1105-R. Filed by docket number. (Daily, official.) 15½ x 1, 12 x 18 folders and envelopes, 2 ft., in steel filing case. City engineer's room. (134)

76. CERTIFIED PAY ROLLS, Mar. 25, 1936 to date. Certified weekly pay rolls for the following dockets or projects: S. Dak. 1054-R, S. Dak. 1052-R, S. Dak. 1051-R, S. Dak. 1043-R, S. Dak. 1047-R, S. Dak. 1044-R, S. Dak. 1105-R. A complete certified pay roll report to date. Filed by docket and serial numbers. (Weekly, official.) 10 x 15½ folders, 6 in., in steel filing case. City engineer's office. (133)

77. PERIODICAL ESTIMATES, MONTHLY PROGRESS REPORT, CONSTRUCTION SCHEDULE, Mar. 26, 1936 to date. Monthly estimates on the following dockets: S. Dak. 1054-R, S. Dak. 1052-R, S. Dak. 1051-R, S. Dak. 1043-R, S. Dak. 1047-R, S. Dak. 1044-R, S. Dak. 1105-R. Also monthly progress reports and construction schedule. Filed numerically. (First five, occasionally; last two, monthly, official.) 10 x 12½ envelopes, 2 in., in steel filing case. City engineer's room. (132)

PART 4

THE NATIONAL EMERGENCY COUNCIL



THE NATIONAL EMERGENCY COUNCIL

SIOUX FALLS

NATIONAL EMERGENCY COUNCIL
State Office
Citizens National Bank Bldg.
Philips Ave. and 9th St.

This office was established in August 1935. Reports are sent direct to National headquarters in Washington, D. C. All records are kept.

78. MISCELLANEOUS CORRESPONDENCE, REPORTS, ETC. FROM AND TO COOPERATING AGENCIES OF FEDERAL EMERGENCY COUNCIL, 1934 to date. Copies of correspondence between the National Emergency Council and other agencies including AAA, Governor, Bureau of Plant Industry, Farm Credit Administration, FDIC, FERA, Federal Home Loan Banks, WPA, NYA, Reemployment Service; also contains city and county auditors' reports, contract and leases, cooperate orders, digests of editorials, articles and speeches, special reports on drought conditions and modernization programs, and weekly reports on activities of the state division of the emergency council. (Daily, official.) $9\frac{1}{2}$ x $11\frac{1}{2}$ folders, $17\frac{1}{2}$ ft., in 120 metal file drawers. R. 4. (455)

THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT
5720 S. UNIVERSITY AVENUE
CHICAGO, ILLINOIS 60637

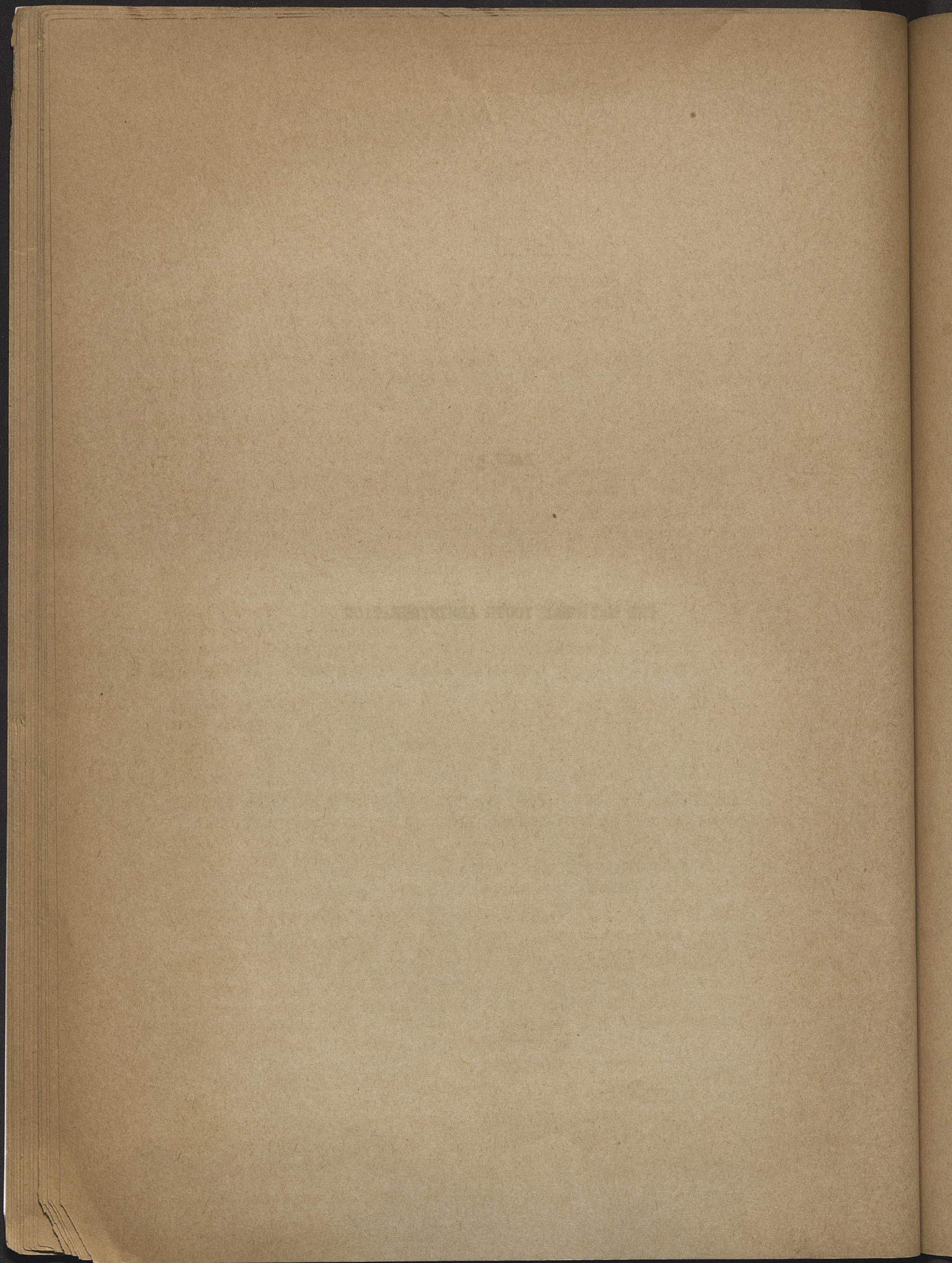
Dear Mr. [Name]:

I am pleased to hear that you are interested in the work of the Physics Department at the University of Chicago. We are currently conducting research in the area of [Topic], and we would be happy to discuss our work with you. If you are interested, please contact me at [Phone Number] or [Email Address].

Sincerely,
[Name]

PART 5

THE NATIONAL YOUTH ADMINISTRATION



THE NATIONAL YOUTH ADMINISTRATION

ABERDEEN

DISTRICT 1 OFFICE
Chamber of Commerce Bldg.
24 1st. Ave., S. E.

This office was established on December 16, 1935. All papers are filed here.

79. FUND CONTROL LEDGER, Dec. 16, 1935 to date. Pertaining to the wages, salaries, and other expenditures of this project. Most of original copies are kept at the State office. Filed chronologically. (Daily, official.) 10 x 16 loose-leaf books, 1 in., in desk drawer. R. 37. (56)

80. PAY ROLL, Dec. 16, 1935 to date. Form 503-A, copies of pay rolls that have been paid, giving name of client, amount received, and signature of client. Indexed by counties. (Frequently, official.) 11 x 16 folders, 1 ft. 6 in., in drawer of steel filing case. R. 38. (54)

81. GENERAL CORRESPONDENCE AND REQUISITIONS, 1935 to date. Correspondence with headquarters and youths, and requisitions for work on this program. Indexed alphabetically. (Frequently, official.) 8 x 10 and 11 x 12 folders, 1 ft., in drawer of steel filing case. R. 38. (53)

82. REPORT LEDGER, Dec. 16, 1935 - July 18, 1936. Monthly report of wages payed to clients in the various counties, a copy of which is sent to State office semimonthly. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf books, 2 in., in desk drawer. R. 37. (58)

83. INDIVIDUAL EARNING CARDS, Dec. 16, 1935 to date. WPA form 507, containing identification number, date of assignment, name and address of client, and number of project. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of card cabinet. R. 38. (55)

84. TIME BOOK, Jan. 14, 1935 - July 18, 1936. Record of personnel service, showing names of clients, time, and salaries. Filed chronologically. (Daily, official.) 12 x 16 vols., 2 in., in desk drawer. R. 37. (57)

BRITTON

COUNTY SUPERVISOR'S OFFICE
Marshall County Courthouse

This agency was established in October 1935, and has been housed in the courthouse during the entire period. Reports are sent to the State office at Mitchell and to the district office at Aberdeen.

85. STATEMENT OF TRAVEL BY MOTOR VEHICLE, Jan. 1936 to date. USDA form 22, used monthly with reimbursement account, showing bureau, division, name of traveler, type of vehicle, letter of authorization, date, period, points visited, mileage, rate per mile, total, official station, and signature of traveler. Filed chronologically. (Monthly, reference.) 9 x 12 folders, 2 in., in wooden file drawer. N. room, 3d floor. (104)
86. REASSIGNMENT SLIPS, Jan. 1936 to date. WPA form 402 issued to worker who is reassigned to a project, showing name, address, case number, district number, age, sex, name and location of new and old projects, project numbers, rate per hour, description of project, and work status, and signature of worker and foreman. Filed alphabetically. (Daily, official.) 4 x 3½ envelopes, 3 in., in pasteboard box. N. room, 3d floor. (105)
87. CERTIFICATION OF ELIGIBILITY, Jan. 1936 to date. WPA form 600, showing name and address of worker, case number, date certified, USES registration, number of persons in case, family history, comments, signature of certifying officer, title, and agency. Filed alphabetically. (Daily, official.) 4 x 3½ envelopes, 3 in., in pasteboard box. N. room, 3d floor. (106)
88. MONTHLY REPORT ON NATIONAL YOUTH ADMINISTRATION WORK UNITS, Jan. 1936 to date. Shows district, county, official, work project number, symbol number, district, supervisor, county, county sponsor and his address, provisions for district, supervision of unit, brief description of each work unit, material used, finished product, town, township, youths employed, sex. Filed chronologically. (Monthly, official.) 9 x 12 folders, 6 in., in wooden file case. N. room, 3d floor. (107)
89. EMPLOYMENT CARD, Dec. 1935 - Jan. 29, 1937. USES form 326A, made out by client for employment purposes, showing name, address, age, number of dependents, work qualifications, personal record, employment record, school record, general comments, and referral record. Filed alphabetically. (Daily, official.) 8 x 5 cards, 3 ft., in wooden card case and wooden chest. N. room, 3d floor. (108)
90. NATIONAL YOUTH ADMINISTRATION TIME SHEET, Jan. 1936 to date. Form made out by timekeeper of project for county timekeeper showing employee's name, nature of work done, hours worked each day, and signature of timekeeper. Filed by projects. (Weekly, official.) 9 x 12 folders, 1 ft., in wood case. N. room, 3d floor. (109)
91. CANCELLATION OF CERTIFICATE OF ELIGIBILITY, Jan. 1936 to date. WPA form 602, issued when work status of employee is canceled, showing effective date, name and address, date filled in, case and identification numbers, reason for cancelation, signature of official, title, and agency. Filed alphabetically. (Daily, official.) 8 x 5 envelopes, 3 in., in pasteboard box. N. room, 3d floor. (110)
92. NOTICE OF CHANGE IN WORK STATUS, Jan. 1936 to date. WPA form 403, issued to worker when employment is terminated for any reason, showing reason, employees name, address, identification number, case number, present occupation, code, project number, location of project, signature of foreman or supervisor, approval, title, and effective date. Filed alphabetically. (Daily, official.) 4 x 3½ envelopes, 2 in., in pasteboard box. N. room, 3d floor. (103)

93. REQUISITION OF WORKERS, Jan. 1936 - June 1936. WPA form 40, shows requisition number, date, agency, employment office, address, project number, location, number of workers needed, sex, special requirements or conditions, rate per hour and month, date and hour to report, place to report, foreman's name, and signature of requisitioning officer. Filed chronologically. (Weekly, official.) 9 x 12 folders, 3 in., in wooden cabinet. N. room, 3d floor. (111)

94. CORRESPONDENCE FILE, Dec. 1935 to date. Copies of letters from this office to project timekeeper about check and workers' time. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 6 in., in wooden box. N. room, 3d floor. (112)

95. NATIONAL YOUTH ADMINISTRATION PAY ROLL, May 5, 1936 - Aug. 20, 1936. FERA form 5, showing name of administration, State, county, name of disbursing officer, pay period, project number, type of project, name of employee, sex, case and identification numbers, occupation, hours worked per day, total hours, rate per hour, total earned per pay period, and check number. Filed chronologically. (Semimonthly, official.) 9 x 12 folders, 3 in., in wooden filing case. N. room, 3d floor. (113)

96. REGISTRATION CARDS, Jan. - Feb. 1937. Shows worker's name, telephone number, date, address, city, county, district, personal record, school record, work record, athletic record, hobbies, occupational title, assignment, project number, supervisor, interviewer or counselor, date removed, reason, employer's name, salary. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 13 loose sheets, 3 in., on wooden shelf. N. room, 3d floor. (114)

97. CASE RECORD ENVELOPES, Jan. 1936 to date. Contains the record of worker, his name, address, case, identification, and telephone numbers, district number, number of persons in case; also includes FERA, USES, and WPA forms relative to case. Filed alphabetically. (Daily, official.) 8 x 5 envelopes, 3 in., in pasteboard box. N. room, 3d floor. (115)

LEOLA

COUNTY SUPERVISOR'S OFFICE
McPherson County Courthouse

98. NATIONAL YOUTH ADMINISTRATION ASSIGNMENTS, Feb. 1936 to date. Applications, certificates of eligibility, identification cards, and transfers. Filed chronologically. (Daily, official.) 5 x 8 pockets, 8 in., in wood card cabinet. Room 206. (7)

MITCHELL

STATE OFFICE
Mitchell City Hall, 120 2d. Ave. W.

This office was established in 1935. Prior to its present location

the office was situated in the State House at Pierre. All papers of any value are preserved for future reference.

99. ADMINISTRATIVE AND DISTRICT REQUISITIONS, 1935 - 1936. Requisitions for workers and materials. Includes a few bids on materials submitted to office and kept on file for reference. Filed by district. (Daily, official.) $9 \frac{3}{4} \times 11 \frac{3}{4}$ loose-leaf book, $1 \frac{1}{2}$ in., on top of filing case. E. side, 3d floor. (416)

100. ADVICE OF ALLOTMENT, 1935 - 1936. Complete record of allotment fund. Filed by department. (Daily, official.) $9 \frac{3}{4} \times 11 \frac{3}{4}$ loose-leaf books, $1 \frac{1}{2}$ in., on top of filing case. E. side, 3d floor. (399)

101. BULLETINS, ADMINISTRATIVE ORDERS, AND FORM LETTERS, 1935 to date. Bulletins of School of the Air and of Treasury Department; WPA Administrative Orders; and form letters of the WPA. Filed by agency. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ loose-leaf books, 6 in., on top of filing case. E. side, 3d floor. (398)

102. BULLETINS FROM OTHER STATES, 1935 to date. Giving details on work of NYA program in the State. Filed alphabetically. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 4 ft., in 2 drawers of steel filing case. E. side, 3d floor. (412)

103. BULLETINS FROM WASHINGTON OFFICE, 1935 to date. Instructions from the national office. Filed by bulletin. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 2 ft., in drawer of steel filing case. E. side, 3d floor. (395)

104. BULLETINS SENT OUT (HIGH SCHOOL), Aug. 1935 to date. Copies of bulletins to the high schools and colleges throughout the State. Filed chronologically. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 24 ft., in 2 drawers of steel filing case, and 10 transfer cases. E. side, 3d floor. (411)

105. CARD RECORD, 1935 - 1936. Name, address, school, date of birth, sex, and amount of money received by each individual youth. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft. 10 in., in 5 drawers of steel card cabinet. E. side, 3d floor. (417)

106. CORRESPONDENCE WITH COLLEGES AND UNIVERSITIES, 1935 to date. Filed by college. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 2 ft., in drawer of steel filing case. E. side, 3d floor. (415)

107. CORRESPONDENCE WITH FIELD MEN AND DISTRICT SUPERINTENDENT, 1935 to date. Filed by district. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 3 ft., in drawer of steel filing case. E. side, 3d floor. (407)

108. CORRESPONDENCE WITH FIELD MEN AND DISTRICT SUPERVISORS, 1935 to date. Filed by district. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 3 ft., in drawer of steel filing case. E. side, 3d floor. (407)

109. FEDERAL BULLETINS, 1935 to date. Rules, regulations, and other instructions. Filed by type of bulletin. (Daily, official.) $9 \frac{1}{2} \times 11 \frac{3}{4}$ folders, 3 ft., in 2 drawers of steel filing case. E. side, 3d floor. (404)

110. GENERAL CORRESPONDENCE, 1935 to date. Correspondence with students and parents of students throughout the State. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 14 dividers, 6 in., in drawer of steel filing case. E. side, 3d floor. (409)

111. GENERAL HIGH SCHOOL REPORTS AND CORRESPONDENCE (NYA DEPARTMENT), 1935 to date. Reports from the various high schools throughout the State on NYA program in school, with correspondence. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $2\frac{1}{2}$ in., in drawer of steel filing case. E. side, 3d floor. (402)

112. GIRLS' CAMP PROGRAM, 1935 to date. Bulletins of instructions to supervisors (copies and time reports from camps.) Filed by topic. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 1 $\frac{1}{3}$ in., in drawer of steel filing case. E. side, 3d floor. (414)

113. GIRLS' CAMP REQUISITIONS, 1935 to date. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ loose-leaf books, $1\frac{1}{2}$ in., on top of filing case. E. side, 3d floor. (397)

114. HIGH SCHOOLS TIME REPORTS, 1935 - 1936. Time reports sent for each student employed on NYA projects in schools. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 28 ft., in 8 drawers of steel filing cases, and 6 transfer cases. E. side, 3d floor. (406)

115. OFFICE CORRESPONDENCE (OTHER AGENCIES OF NATIONAL YOUTH DEPARTMENT), 1935 to date. Correspondence with agencies such as WPA, NEA, and CCC. Filed by agency. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 in., in drawer of steel filing case. E. side, 3d floor. (400)

116. OFFICE PERSONAL (NYA DEPARTMENT), 1935 to date. Correspondence other State offices. Filed by person. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 6 in., in drawer of steel filing case. E. side, 3d floor. (401)

117. REPORTS, 1935 to date. Reports on program from each district office, showing number employed and type of project in which the youth is employed. Sent in monthly. Filed by month. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 15 in., in drawer of steel filing case. E. side, 3d floor. (396)

118. REPORTS AND BILLS (NYA DEPARTMENT), 1935 to date. Monthly report on office expense and program in general throughout the districts. Filed by nature of expense and by district. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 $\frac{3}{4}$ in., in drawer of steel filing case. E. side, 3d floor. (408)

119. TELEGRAMS, 1935 to date. Copies and replies of all telegrams to and from the Regional and National office. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, 2 in., in drawer of steel filing case. E. side, 3d floor. (410)

120. TIME REPORT, 1935 to date. Complete time reports from each NYA district in the State. Filed by district and project. (Daily, official.) $9\frac{1}{2}$ x 15 dividers, 4 ft., in 2 drawers of steel filing case. E. side, 3d floor. (405)

121. WORK PROJECT (INSTRUCTIONS), 1935 to date. Instructions to project supervisors. Filed chronologically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ and $9\frac{1}{2}$ x 15 folders, 6 ft., in 2 drawers of steel filing case. E. side, 3d floor. (413)

122. CORRESPONDENCE WITH WASHINGTON, 1935 to date. Copies of all correspondence with the National office. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 11 $\frac{3}{4}$ folders, $5\frac{1}{2}$ in., in steel file drawer. E. side, 3d floor. (403)

PLANKINGTON

COUNTY SUPERVISOR'S OFFICE Case and Lathrop State Bank Bldg.

This office was established in 1935 and has supervision over Aurora County. It is housed with the county welfare board.

123. ACTIVE CASE FILE FOR NATIONAL YOUTH ADMINISTRATION WORKERS, Jan. - Dec. 1936. Consists of certificate of eligibility of worker, brief history of working including name, address, age, race and color, classification, case number, and signature of caseworker of welfare board. Filed alphabetically. (Daily, official.) 5 x 8 loose sheets, 5 in., in wooden box. Center room. (45)

124. CORRESPONDENCE FILE, NATIONAL YOUTH ADMINISTRATION, Jan. - Dec. 1936. Correspondence to and from this office with officials in the State office. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 loose sheets, 2 in., in wood file. Center room. (48)

125. DORMITORY FILE, 1935. Requisitions of funds for dormitory, weekly time sheets giving project number, number of nonrelief persons, relief persons, wages, hours, total earnings, list of students in dormitory, signature of school superintendent, disbursing orders for dormitory. (Never.) $8\frac{1}{2}$ x 11 loose-leaf vol., 2 in., in wooden box. Center room. (56)

126. CORRESPONDENCE AND MAINTENANCE FILE, Jan. 6 - Dec. 20, 1936. Correspondence pertaining to NYA work, workers' correspondence and records, instructions of maintenance. (Daily, official.) 9 x 15 folders, 3 in., in steel safe. Center room. (62)

127. CHECK TRIPLICATE - NATIONAL YOUTH ADMINISTRATION, July 20 - Dec. 20, 1936. Record of all checks given to NYA workers for work performed. (Frequently, official.) 10 x 15 folders, 4 in., in safe. Center room. (63)

RAPID CITYDISTRICT 1 OFFICE
Court House, St. Joe St.

This office was established on December 23, 1935. From December 23, 1935 to July 6, 1936, it occupied the Works Progress Administration Building.

128. GENERAL CORRESPONDENCE, Jan. 1936 to date. Correspondence and copies of reports sent to the State office relating to money spent. Indexed. (Daily, official.) 10 x 12 folders, 6 in., in pasteboard box on top of desk. Corridor. (87)

129. MISCELLANEOUS, Jan. 1936 to date. Reports, tabulations, and records from the 18 counties in this district as well as the time sheets that are sent in; requisitions for workers. Indexed by county. (Daily, official.) 10 x 12 folders, 6 in., in steel filing case. Papers scattered. Corridor. (86)

130. INDIVIDUAL CARDS, Jan. 1936 to date. Individual cards for each worker stating name, address, pay period, hours worked, dates, amounts paid, and assignment dates. Indexed by county. (Daily, official.) 5 x 8 cards, 1 ft., in 2 wooden boxes. Corridor. (88)

131. PAY ROLLS, Jan. 1936 to date. Copies of pay rolls sent to the State office and copies returned with payments, consisting of records and tabulations pertaining to projects bearing numbers 65-1711, 65-1712, 65-1713. (Daily, official.) 10 x 12 folders, 1 ft., in wooden filing case. Corridor. (85)

132. CORRESPONDENCE, July 18, 1935 to date. Letters to and from State and National offices and correspondence with workers. Filed alphabetically. (Daily, official.) 10 x 12 folders, 2 ft., in 2 steel file drawers. Director's office. (89)

REDFIELDCOUNTY SUPERVISOR'S OFFICE
Spink County Courthouse

This office was established in 1935 and has jurisdiction over Spink County. Reports are sent to State and district offices.

133. NATIONAL YOUTH ADMINISTRATION TIMEKEEPER'S REPORTS, Feb. 19, 1936 to date. Consists of names of timekeepers, location of project, where workers are employed. Filed chronologically. (Weekly, official.) 8½ x 14 folders and bundles, 6 in., on steel shelf. NE. corner, 3d floor. (20)

134. NATIONAL YOUTH ADMINISTRATION ASSIGNMENT SLIPS, Feb. 19, 1936 to date. WPA form 600, showing parent's certification number entitling youth to employment, official correspondence, rules and regulations, type of project on which youth is to be employed, location

of project. Filed chronologically. (Weekly, official.) 9 x 12 folders, 6 in., on steel shelf. NE. corner, 3d floor. (21)

SIOUX FALLS

COUNTY SUPERVISOR'S OFFICE
Gilbert Bldg., 120 North Main Ave.

This office of supervisor for Minnehaha County was established January 1936. It was opened on the 4th floor of Western Surety Building and was removed to its present location when the WPA office was removed to Mitchell.

135. FERA INSTRUCTIONS 1933 to Dec. 1935. File of instructions and bulletins received by director of relief for district 3 that have been retained in this office. These records are not in active use. Filed chronologically. (Never.) 8 x 11 folders, 2 ft., in wooden filing case. N. side room, 2d floor. (550)

136. TRIPLICATE CHECK COPIES, Mar. 1933 to Dec. 1935. Copies of checks issued by paymaster on paper voucher. They were issued in triplicate, the first copy going to payee, second to headquarters, and third filed as record. The above described records were stored in room in the Gilbert Building when the WPA headquarters were removed to Mitchell. Filed chronologically. (Seldom, official.) 11 x 14 x 12 loose-leaf book, 17 ft., piled up in corner of room. NE. corner room, 2d floor. (536)

137. ANSWERS TO INQUIRIES, Jan. 1936 to date. Replies to inquiries from girls in Minnehaha County and vicinity as to NYA program. Filed alphabetically. (Seldom, official.) 8 x 11 folders, 1 ft., in desk drawer. NE. corner room, 2d floor. (532)

138. CANCELED CHECKS, RECEIPTS, Jan. 1936 to date. A file of letters sent out with checks to clients, and the return receipts. This action is taken to save the client a trip to headquarters. Filed numerically. (Occasionally, official.) 8 x 11 folders, 1 ft., in desk drawer. NE. corner room, 2d floor. (535)

139. CORRESPONDENCE, Jan. 1936 to date. Correspondence of Joe Donahue, Supervisor of Minnehaha County, in relation to NYA activities. (Occasionally, official.) 8 x 11 folders, 1 ft., in wooden filing case. N. side room, 2d floor. (539)

140. CORRESPONDENCE WITH DISTRICT SUPERVISOR, Jan. 1936 to date. Filed chronologically. (Seldom, official.) 8 x 11 folders, 2 in., in desk drawer, and wooden filing case. NE. corner, and N. side room 2d floor. (534, 543)

141. COUNTY RECREATION ACTIVITIES, Jan. 1936 to date. Record of all activities in the subdivisions of the county recreation programs, the details of the plans set up, and data on the success of the program. Filed chronologically. (Occasionally, official.) 8 x 11, 1 in., in wooden filing case. N. side room, 2d floor. (537)

142. FINANCE FILE, Jan. 1936 to date. An official record of all disbursements for work done by the youths who are assigned to various classes

of work. Filed chronologically. (Seldom, official.) 8 x 11 folders, 1 in., in wooden filing case. N. side room, 2d floor. (546)

143. GENERAL INFORMATION, Jan. 1936 to date. Letters from NYA on the various activities of the NYA. Filed chronologically. (Seldom, official.) 8 x 11 folders, 1 in., in wooden filing case. N. side room, 2d floor. (542)

144. GIRL'S CAMP MATERIAL, Jan. 1936 to date. Containing all information in relation to equipment and materials for the use in girl's summer camp. Filed chronologically. (Occasionally, official.) 8 x 11 folders, 1 in., in wooden filing case. N. side room, 2d floor. (538)

145. GIRL'S PROJECTS AT COLUMBUS COLLEGE, Jan. 1936 to date. Complete reports and correspondence. Filed chronologically. (Frequently, official.) 8 x 11 folders, 1 in., in wooden filing case. N. side room, 2d floor. (544)

146. INDIVIDUAL EARNINGS, Jan. 1936 to date. Record of the earnings of each individual. The name is placed on a separate page in booklet and as the check comes in each pay day, the amount is entered giving each girl client a separate account. Filed numerically. (Occasionally, official.) 8 x 10½ booklet, ½ in., in desk drawer. NE. corner room, 2d floor. (528)

147. INDIVIDUAL EARNING RECORDS, Jan. 1936 to date. Show identification number, class, nature of work, hours, rate of pay per hour, and total amount received for labor performed. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in card cabinets. NE. corner, and N. side rooms, 2d floor. (529, 549)

148. INFORMATION OF CLUB ACTIVITIES, Jan. 1936 to date. Reports and correspondence, comprising a complete record on activities since origin of project. Filed chronologically. (Occasionally, official.) 8 x 11 folders, 1 in., in wooden filing case. N. side room, 2d floor. (541)

149. INSTRUCTION BULLETINS, Jan. 1936 to date. Instructions to supervisors of administration as to the proper ways of conducting the various activities of the NYA. Filed chronologically. (Seldom, official.) 8 x 11 folders, 1 in., in wooden filing case. N. side room, 2d floor. (548)

150. LETTERS FROM DISTRICT 3 SUPERVISOR, Jan. 1936 to date. Pertaining to all activities connected with the projects. Filed chronologically. (Occasionally, official.) 8 x 11 folder, 1 in., in wooden filing case. N. side room, 2d floor. (540)

151. MISCELLANEOUS CORRESPONDENCE, Jan. 1936 to date. Filed chronologically. (Seldom, official.) 8 x 11 folder, 1 in., in desk drawer. NE. corner room, 2d floor. (533)

152. NYA ACTIVITIES, Jan. 1936. Reports on club activities from other towns in county, such as Valley Springs, Rowena, Baltic, and

Dell Rapids. Filed chronologically. (Occasionally, official.) 8 x 11 folder, 1 in., in wooden filing case. N. side room, 2d floor. (545)

153. PROJECT FILE, Jan. 1, 1936 to date. Record of all projects of the girls department of the NYA, showing class of work, when work was started, whether finished, and date of completion. Filed chronologically. (Occasionally, official.) 8 x 10 folder, 1 in., in desk drawer. NE. corner room, 2d floor. (530)

154. TALKS ON NYA, Jan. 1, 1936 to date. A file of talks, relative chiefly to girls' activities. Filed numerically. (Seldom, official.) 8 x 11 folder, 1 in., in desk drawer. NE. corner room, 2d floor. (531)

155. TELEPHONE VOUCHERS, Jan. 1936 to date. Vouchers for local long distance telephone calls. This file contains all vouchers issued for this expense. Filed chronologically. (Seldom, official.) 8 x 11 folders, 1 in., wooden filing case. N. side room, 2d floor. (547)

WATERTOWN

DISTRICT 2 OFFICE First National Bank Bldg.

This office was established on December 20, 1935. Some of the records are sent to the State office at Mitchell.

156. CORRESPONDENCE, Dec. 1935 to date. General correspondence, letters of application, records of telephone calls, and telegraph messages. Filed by county and town. (Daily, official.) 9 x 11½ folders, 2 ft., in drawer of steel filing case. NW. room, 3d floor. (126)

157. INDIVIDUAL EARNING CARD, Dec. 1935 to date. Shows individual's name, address, work number, identification number, and earnings. Filed by person. (Semimonthly, official.) 5 x 8 cards, 3 ft., in drawer of steel filing case, and in 2 drawers of steel card cabinet. NW. room, 3d floor. (125)

158. PAY ROLL COPIES, Dec. 1935 to date. Complete pay roll report of all workers on the NYA. Filed according to county, and project. (Occasionally, official.) 9 x 11½ folders, 1 ft., in drawer of steel filing case. NW. corner room, 3d floor. (128)

159. REPORTS TO STATE OFFICE, Dec. 1935 to date. Copies of case load analysis and monthly progress reports. Filed by project. (Semimonthly, official.) 9 x 11½ vols., and folders, 4 in., in drawer of steel filing case. NW. room, 3d floor. (123)

160. REQUISITIONS, Dec. 1935 to date. For workers on the NYA. Filed by county and town. (Daily, official.) 9 x 11½ folders, 1 ft. 4 in., in 2 drawers of steel filing case. NW. room, 3d floor. (127)

161. TIME REPORTS, Dec. 1935 to date. Complete record of time worked on projects, also amount earned, and dates. Filed by county, pay period, and project. (Semimonthly, official.) Various sized folders, envelopes, and vols., 2 ft., in 2 drawers of steel filing case. NW. room, 3d floor. (124)

County Inventories

3. Bennett. 1940. 89 pp.
8. Buffalo. 1937. 42 pp.
12. Clark. 1941. 131 pp.
27. Haakon. 1941. 106 pp.
35. Jackson-Washabaugh. 1941. 210 pp.
47. Mellette. 1940. 86 pp.
48. Miner. 1941. 133 pp.

Special Reports

1. Guide to Public Vital Statistics Records in South Dakota. 1941. 90 pp.

South Dakota Federal Archives Inventory

- II. The Federal Courts. 1941. 15 pp.
- III. The Department of the Treasury. 1941. 12 pp.
- IV. The Department of War. 1941. 19 pp.
- VII. The Department of Navy. 1941. 4 pp.

PUBLICATIONS
of the
North Dakota Historical Records Survey

County Inventories

17. Golden Valley. 1941. 114 pp.
29. Mercer. 1941. 125 pp.
53. Williams. 1938. 119 pp.

Special Publications

1. Abstract and Check List of Statutory Requirements for County Records. 1939. 151 pp.
2. Bibliography of Theses Prepared at the University of North Dakota. 1940. 68 pp.
3. Guide to Public Vital Statistics Records In North Dakota. 1941. 77 pp.
4. North Dakota Municipal Officials' Hand Book, 1940 Supplement. 1940. 62 pp.

North Dakota Federal Archives Inventory

- II. The Federal Courts. 1941. 23 pp.
- III. The Department of Treasury. 1941. 58 pp.
- IV. The Department of War. 1941. 17 pp.
- V. The Department of Justice. 1941. 4 pp.
- VII. The Department of Navy. 1941. 3 pp.
- VIII. The Department of Interior. 1942. 104 pp.
- IX. The Department of Agriculture. 1942. 343 pp.
- XVII. The Miscellaneous Agencies. 1942. 50 pp.

