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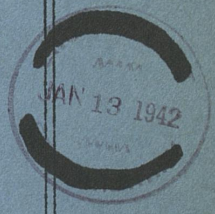
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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XVII
MISCELLANEOUS AGENCIES
NO. 44
VERMONT

Volume 3

NATIONAL ARCHIVES PROJECT
WORK PROJECTS ADMINISTRATION



GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES

INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

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

The National Archives
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SERIES XVII. MISCELLANEOUS AGENCIES

NO. 44. VERMONT

Volume 3 of 3 Volumes

Montpelier, Vermont
The Historical Records Survey
1941

PART 2. FEDERAL DEPOSIT INSURANCE CORPORATION

FEDERAL DEPOSIT INSURANCE CORPORATION

MONTPELIER

(Subdivision of District No. 1 which comprises
New England, with headquarters at Boston, Mass.)

Office of Supervising Examiner
State Library Bldg., State St.

This agency was established June 1, 1934 for the purpose of insuring the deposits of all banks which are entitled to the benefits of insurance under the law. No records have been lost or destroyed; there are no useless papers. Reports are sent to the district office (District No. 1), at Boston, Mass.

2488. REPORTS, June 1, 1934 to date. Of bank examinations, listing directors, assets, liabilities, sound and unsound investments, and other information pertaining to condition of bank. (Copies.) Filed chronologically and alphabetically. (Daily, official.) 10 x 15 folders, 4 ft., in 2 drawers of steel filing case. R. 5. (111)

2489. CORRESPONDENCE, RECONSTRUCTION FINANCE CORPORATION, Mar. 5, 1935 to date. With Boston and Washington offices, concerning reorganization of banks, including inquiries and instructions as to procedure. Filed chronologically. (Daily, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 5. (110)

PART 3. FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKS

THE FEDERAL EMERGENCY ADMINISTRATION OF PUBLIC WORKSBENNINGTONOFFICE OF RESIDENT PROJECTS ENGINEER
Courthouse Bldg., South St.

This office was established at an unknown date. No records have been lost, and there are no useless papers. Reports are sent to Montpelier.

2490. PAY ROLLS FOR PERSONAL SERVICES, Apr. 12, 1934 - Sept. 5, 1935. Listing name, case number, occupation, total hours, and wages for each employee. (Copies.) Arranged numerically. (Frequently, official.) 10 $\frac{1}{2}$ x 16 loose sheets, 1 ft., in 2 drawers of steel filing case. 1st floor. (169)

2491. PROJECT PROPOSAL AND ADVICE OF ALLOTMENT, July 13, 1935 - Apr. 2, 1936. Form 301, showing a full account of projects for which municipalities seek approval of operation under WPA; also reports of approval, notice, and advice of allotment. (Copies.) Filed numerically. (Daily, official.) 10 x 12 folders, 5 in., in drawer of steel filing case. 1st floor. (180)

2492. CORRESPONDENCE, WORKS PROGRESS ADMINISTRATION, Sept. 7, 1935 to date. Pertaining exclusively to WPA affairs. Filed chronologically. (Daily, official.) 9 x 12 folders, 5 in., in drawer of steel filing case. 1st floor. (178)

2493. PERSONNEL CARDS, Sept. 7, 1935 to date. Showing total earnings of individual workers on WPA. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 9 $\frac{1}{2}$ in., in 2 pasteboard boxes. 1st floor. (179)

MONTPELIEROFFICE OF THE STATE DIRECTOR
WPA Headquarters Office Bldg., 51 Court St.

This office was opened April 1, 1934. Prior to its present location in the WPA Office, it occupied quarters in the West Wing of the State House from April 1, 1934 to December, 1934. No records have been lost or destroyed, and useless papers are baled daily. Records are sent to Washington at regular intervals.

2494. APPLICATION FOR APPROVAL OF CIVIL WORKS PROJECT, Jan. 2, 1933 - Jan. 24, 1935. Form L38, listing name, type of project, name of local

government unit, description, location, supervisory offices, method of financing, costs, number of men to be used, pay, equipment, and materials. (Rarely, official.) 10 x 15 folders, 2 ft. 6 in., in pasteboard box. Basement. (233)

2495. REPORT OF COMPLETED PROJECT, Jan. 2, 1933 - Jan. 24, 1935. CWA Form L6A, showing type, brief description, dates started and completed, project number, classification and distribution of cost, total, and certification. (Rarely, official.) 10 x 15 folders, 1 ft. 6 in., in pasteboard box. Basement. (236)

2496. REEMPLOYMENT SERVICES, Jan. 14, 1933 - Mar. 31, 1934. Form R14, pertaining to confidential report for managers of local reemployment offices, listing activities of main office, number of openings and applications, total number of placements; also copies of correspondence from state reemployment director. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. Basement. (224)

2497. CORRESPONDENCE, May 23, 1933 - Dec. 20, 1935. Relating to active, inactive and closed cases; summarized reports, rules and regulations, confirmation of telegrams, property transfers, part time for college students, case investigations and reports, and contributions for projects. (Originals and copies.) Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 ft., in 4 drawers of steel filing case. R. 1 and Basement. (226, 232, 229, 280)

2498. FORM LETTERS, June 1, 1933 - Apr. 30, 1934. Pertaining to questionnaires from Commissioner of Finance and VERA Administrator. Filed numerically. (Rarely, official.) 10 x 15 folders, 4 in., in drawer of steel filing case. Basement. (217)

2499. REQUISITIONS, June 8, 1933 - July 12, 1934. Pertaining to department supplies, giving amount and date needed. (Copies.) Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. Basement. (231)

2500. COMMODITY DISTRIBUTION, Sept. 20, 1933 - June 22, 1934. Letters and telegrams from firms and individuals to relief committee in regard to buying and handling commodities. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{3}{4}$ in., in steel filing case. Basement. (225)

2501. WEEKLY ACCIDENT SUMMARY, Nov. 23, 1933 - July 16, 1935. Information relating to injuries, lost time, number of persons killed, cause, number of projects in operation, total of project and administrative man-hours worked. Filed chronologically. (Frequently, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 2. (239)

2502. BULLETINS, Dec. 1, 1933 - Mar. 31, 1934. Pertaining to safety department, listing health programs and control, sanitation, advice to workers trimming and falling trees, high voltage power lines and transportation, first aid training, lost time injuries, compensation and inspection reports. Filed numerically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in pasteboard box. Basement. (218)

2503. MISCELLANEOUS DATA, Dec. 3, 1933 - May 14, 1934. Form L38, relat-

ing to civil work projects, listing location, description, number; also pay rolls for CWA projects. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. R. 1. (293)

2504. APPLICATIONS FOR GRANTS, Dec. 4, 1933 - July 12, 1934. Communications and telegrams between the State Unemployment Relief Commission and Washington concerning funds; also applications signed and sealed by the Governor. (Copies.) Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. Basement. (221)

2505. VERA INVOICES, Jan. 1, 1934 - Dec. 31, 1935. RER Form 5, detailed account of supplies and materials furnished towns and individual families. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 3 ft., in cardboard filing case. Basement. (235)

2506. COMPENSATION CARDS, Jan. 2, 1934 - Jan. 1, 1937. Listing name of employee, address, date of medical treatment, doctor attending, file and project serial numbers, compensation and amount received. Arranged alphabetically. (Frequently, official.) 4 x 6 cards, $3\frac{1}{2}$ in., in drawer of wooden card cabinet. R. 1. (250)

2507. CORRESPONDENCE, ADMINISTRATIVE, Jan. 2, 1934 - Jan. 25, 1937. Communications with supervisor and state relief administrator regarding town grants and commodity distribution. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 1 ft. 3 in., in drawer of steel filing case. R. 29. (255)

2508. TELEGRAMS, Jan. 2, 1934 - Jan. 29, 1937. Correspondence pertaining to relief cases, work programs, job analysis, rehabilitation, and transfer of relief funds. (Copies.) Filed chronologically. (Rarely, official.) 10 x 15 folders, 5 in., in drawer of steel filing case. R. 29. (256)

2509. VETERANS' ADMINISTRATION, Mar. 22 - July 28, 1934. Form 3229, containing correspondence relating to disbursements and allotments. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (284)

2510. GENERAL LEDGERS, Apr. 1, 1934 to date. Pertaining to projects, listing sheet and account numbers, date, memorandum, reference, debit, credit, and balance. Entered alphabetically. (Frequently, official.) 10 x 13 vols., 2 in., in drawer of wooden desk. R. 1. (303)

2511. CORRESPONDENCE, GENERAL, Apr. 18, 1934 - Jan. 15, 1937. Town agency communications regarding appointment and withdrawal of men to projects, approval of project, allotment of funds, weekly time sheets, and applications. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. R. 29. (254)

2512. PAY ROLL FOR PERSONAL SERVICES, Apr. 19, 1934 - Feb. 28, 1935. VERA Form 151, containing information on projects, disbursing offices, name of employee, occupation, hours worked each day, and total earnings for period. Filed chronologically. (Rarely, official.) 10 x 15 folders, $1\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (298)

2513. WORK SHEETS, May 1, 1934 - July 31, 1936. Reports of relief

granted families in the form of cash or medical care. Filed chronologically. (Rarely, official.) 10 x 15 folders, 9 in., in drawer of steel filing case. R. 1. (302)

2514. MONTHLY REPORT OF RURAL REHABILITATION PROGRAM, May 19, 1934 - Mar. 1, 1935. Statement A, listing total number of acres of land acquired to date; Statement B, farm debt adjustment unit, amount for month, estimate for ensuing month; Statement C, number of families receiving relief; Statement D, payments during month and totals to date. Filed chronologically. (Rarely, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 1. (299)

2515. TELEGRAMS, June 1, 1934 - Apr. 30, 1937. From Burlington and Rutland to Washington, concerning estimated number of relief cases, obligations incurred, and decrease because of transfer to WPA projects. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. R. 1. (246)

2516. WEEKLY REPORTS, Sept. 6, 1934 - July 16, 1935. VERA Form Q18A, listing information relating to projects, employees, hours worked, earnings, material, and equipment. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1½ in., in drawer of steel filing case. Basement. (288)

2517. CANNING PROJECT INVOICES, Sept. 24, 1934 - Oct. 15, 1935. RER Form 6, listing materials furnished, recipients, distribution of costs, and total costs. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 2 in., in paper envelopes. Basement. (234)

2518. MISCELLANEOUS CORRESPONDENCE, Oct. 3, 1934 to date. With various firms and individuals, pertaining to unemployment, information, public and private jobs, transfers, overseers of poor, field auditors, inventories, expense accounts, telephone reports, reports of relief grants, time sheets, invoices, receiving and inspection reports, garden projects, and relief to nonresidents. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. R. 29. (296)

2519. ALLOTMENT AND CONTROL REGISTER, Nov. 30, 1934 - May 24, 1935. CWA Form A01, allotment record of several agencies and pay roll accounts; also estimated costs on uncompleted projects. Filed chronologically. (Rarely, official.) 10 x 15 folders, ¼ in., in drawer of steel filing case. R. 1. (301)

2520. BUDGET SHEETS, Dec. 5, 1934 - July 18, 1935. Record of projects, persons approved for work relief, case number, name and address, number in family, occupation, and experience. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 10 ft., in pasteboard box. Basement. (294)

2521. MONTHLY REPORT OF RELIEF GRANTED, Jan. 1 - Apr. 1, 1935. Submitted to Montpelier VERA office, showing amount of cash, materials, and medical care allotted to various individuals or families. Filed chronologically. (Rarely, official.) 10 x 15 folders, 9 in., in pasteboard box. Basement. (295)

2522. BANK STATEMENTS, Apr. 1 - June 15, 1935. Listing name of bank agency, address, old balance, date, balance brought forward, deposits, can-

celed checks, and new balance. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. Basement. (258)

2523. DAILY CASH REPORTS, Apr. 1 - July 31, 1935. Showing balance on hand at time of last report, deposits, check numbers, disposition, cancellations, meter reading, and disbursing officer's signature. Filed chronologically. (Rarely, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. Basement. (304)

2524. WORK SHEETS FOR VERA PROJECTS, Apr. 1 - Dec. 19, 1935. Record of new and closed cases, listing county, town, summary sheet of resident and transient employees, and total earnings. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 4 $\frac{1}{2}$ in., in drawer of steel filing case. Basement. (257)

2525. GARDEN SEEDS, May 3 - Oct. 3, 1935. RER Form 5 and 6, showing names and address of administrator, dealer, and person receiving seeds; also number in family, distribution of cost, amount of order, and materials furnished for fertilizer spray. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 8 in., in paper filing case. Basement. (227)

2526. COMPENSATION SUMMARIES, May 20, 1935 - Jan. 8, 1936. Record of invoices and expense account, listing department or grants, number, date, name of address of payee, and amount; certified by director. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (297)

Accounting Division
District Project Auditor

2527. SCHEDULE OF RATE OF WAGES, SKILLED AND UNSKILLED, No dates available. Filed alphabetically. (Occasionally, official.) 10 x 15 folders, 1/8 in., in drawer of steel filing case. R. 1. (287)

2528. COMPENSATION CLAIMS, SETTLEMENT MEMORANDUM, Mar. 1, 1933 - Oct. 31, 1936. Form CA-1, original notice of injury and compensation claim; Form CA-2, certification of injury; and Form CA-4, final claim. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 4 ft., in drawer in steel filing case. Basement. (216)

2529. LETTER OF RECEIPT, STATE OF VERMONT, FINANCE DEPARTMENT, Apr. 1, 1933 - Apr. 30, 1934. Showing amount of grant to State, and date of receipt as provided under Section 4 (a) and (b), of FERA Act of 1933, together with signatures of town, village, or city officials agreeing to administration of funds in accordance with said act. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 ft., in pasteboard box. Basement. (245)

2530. SUMMARY OF EXPENDITURES, Apr. 1, 1933 - Apr. 30, 1934; Nov. 1, 1935 - June 30, 1936. Listing resident families, single persons, and transients given aid; Form 118C, showing all data in connection with FERA and state ERA; Form 118B, listing all information on general relief and emergency education. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 ft. 3 $\frac{1}{4}$ in., in pasteboard box and in drawer of steel filing case. Basement and R. 1. (244, 275)

2531. TOWN REIMBURSEMENTS, July 3, 1933 - July 11, 1934. Giving department and appropriation number, name of payee, address, amount, code, together with notice that bills have been paid. (Copies.) Filed chronologically. (Rarely, official.) 10 x 15 folders, $1\frac{1}{2}$ in., in drawer of steel filing case. R. 29. (252)

2532. STATEMENT FROM OFFICE OF AUDITOR OF ACCOUNTS, July 18, 1933 - July 9, 1934. Showing department and appropriation number, payee, address, amounts; also containing purchase orders and invoice number, date and where shipped, unit price, quantity required, and date needed. Filed numerically. (Rarely, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. Basement. (222)

2533. FERA BILLS, Aug. 24, 1933 - July 1, 1934. Vouchers and bills from various firms and individuals for materials, supplies, and personal expenses. Filed chronologically. (Rarely, official.) 10 x 15 folders, $1\frac{1}{2}$ in., in drawer of steel filing case. Basement. (215)

2534. RECEIPTS OF DISBURSEMENTS AND BALANCES, Nov. 23, 1933 - Apr. 30, 1934. Weekly reports of town CWA funds, with signature of certification by disbursing officer. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 in., in drawer of steel filing case. R. 1. (260)

2535. REPORT OF LOCAL CONTRIBUTIONS FROM TOWN OR CITY FUNDS, Dec. 1, 1933 - June 30, 1935. FERA Form 196, giving monthly report of local expenditures and balances, project number, town, date started and completed, classification, and cost; also all general information relating to relief work. Filed chronologically. (Rarely, official.) 10 x 15 folders, 4 in., in drawer of steel filing case. R. 1. (282)

2536. CLAIMS, Dec. 21, 1933 - Nov. 28, 1934. Forms CA-2, CA-3, CA-4, and CA-5, covering report of injury, termination of total or partial disability, claims for compensation, together with personal information and cause of injury. Filed alphabetically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. Basement. (220)

2537. PORK INVESTIGATION REPORT, Dec. 29, 1933 - Mar. 30, 1934. Correspondence with Washington relating to investigation held at Burlington. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. Basement. (292)

2538. CORRESPONDENCE, Jan. 1, 1934 - June 27, 1935. With State ERA Supervisor relating to compensation claims and payments, medical aid, vouchers, and requests for forms. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 3 in., in drawer of steel filing case. Basement. (219)

2539. SUMMARIES OF MONTHLY REPORTS OF ADMINISTRATIVE PROJECTS, Jan. 1, 1934 - July 1, 1936. Expenses of unemployment relief program under supervision of ERA, listing month, sheet number, date, nonrelief persons on project, personnel, persons on pay roll, and total. Filed chronologically. (Frequently, official.) 10 x 15 folders, 4 in., in drawer of steel filing case. R. 1. (266)

2540. APPLICATION FOR TRANSFER OF CIVIL WORKS PROJECT, Jan. 2, 1934 - July 9, 1935. Forms 140, 141 and 3-A, showing project number, description, urban or rural, estimated costs, number of workers, hourly rate, man hours, and date approved. Filed chronologically. (Rarely, official.) 10 x 15 folders, 1 ft. 6 in., in drawer of steel filing case. Basement. (306)

2541. SUMMARY OF INVOICES AND EXPENSE ACCOUNTS, Jan. 3, 1934 to date. Listing department agent and grant, date, number, payee, address, and amount. Filed numerically and chronologically. (Frequently, official.) 10 x 15 and 9 x 12 folders, 5 ft., in 3 drawers of steel filing cases. Basement. Rs. 29 and 1. (228, 253, 273)

2542. VERA TRAVEL ACCOUNTS, SALARY OR PER DIEM, AND EXPENSE ACCOUNT, Mar. 2, 1934 - Feb. 28, 1936. Showing name and address of worker, project number, date, description of expense, and signature of approval. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 6 in., in drawer of steel filing case. Basement. (305)

2543. SUBGRANTS, PART TIME COLLEGE STUDENT, Apr. 1, 1934 - July 30, 1935. Form 510, monthly itemized account of funds issued to students of colleges participating in Student Aid Program. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (300)

2544. VERA EXPENSE ACCOUNTS, Apr. 2, 1934 to date. Filed by district workers, investigators, compensation directors and filed auditors, showing amounts and reason for expenditures. Filed alphabetically and chronologically. (Frequently, official.) 10 x 15 folders, 1 ft. 8 in., in 2 drawers of steel filing case. R. 1. (271, 247)

2545. PURCHASE JOURNAL, Apr. 11, 1934 - Dec. 31, 1936. Listing sheet number, name and number of account, date, description, posting, net charges, credit and debit balance. Arranged alphabetically. (Frequently, official.) 12 x 15 loose leaf books, $1\frac{1}{2}$ in., in drawer of wooden desk. R. 1. (249)

2546. PAY ROLLS FOR PERSONAL SERVICES, Apr. 12, 1934 - Sept. 26, 1935. Form L-18A, showing names of employees, hours employed, rates, and totals for period. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 1 ft. 7 in., in drawer of steel filing case. Basement. (214)

2547. CHECKS, Apr. 17, 1934 to date. Record of funds drawn, showing dates, amounts, and payee's names. (Copies.) Filed numerically and chronologically. (Frequently, official.) 9 x 15 envelopes and 10 x 15 folders, 7 ft. 4 in., in closed cupboard and in drawer of steel filing cases. Rs. 4, 6 and 1. (241, 251, 264, 262)

2548. CANCELED CHECKS, Apr. 17, 1934 to date. Returned from bank making payments. Arranged chronologically. (Frequently, official.) 4 x 9 checks, 48 ft. 6 in., in paper boxes in cupboards. Rs. 4 and 6. (240)

2549. GENERAL JOURNAL. Apr. 19, 1934 to date. Entries for month, listing date, description, account number, details, amount posted, charges, and credits. Arranged chronologically. (Frequently, official.) 13 x $14\frac{1}{2}$ loose-leaf books, $\frac{1}{2}$ in., in drawer of wooden desk. R. 1. (248)

2550. JOURNAL VOUCHERS, Apr. 28, 1934 - Mar. 23, 1937. Receipts for refunds of VEFA trust account, and statements listing amount expended from various project funds. Filed chronologically. (Frequently, official.) 10 x 15 folders, $1\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (259)

2551. AIRPORT DATA, May 1, 1934 - Aug. 1, 1935. Form 2034, giving a complete record of progress on all airport projects within the state. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (279)

2552. INVOICES, GARDEN SEEDS, PAID, June 1 - Oct. 30, 1934. Showing names and address of merchant and recipient, number in family, and distribution of cost. Filed alphabetically. (Rarely, official.) 9 x 12 folders, 3 ft. 4 in., in pasteboard box. Basement. (237)

2553. EDUCATIONAL REPORT, Sept. 12, 1934 - June 23, 1936. FEPA Form 520, a monthly Emergency Educational Program report. Filed chronologically. (Occasionally, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (274)

2554. CHECK PAYMENT STOPPED, Nov. 15, 1934 to date. Listing date, number, payee, amount, and when stopped. Filed chronologically. (Frequently, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (286)

2555. AUDITOR'S REPORTS, Jan. 1, 1935 to date. Monthly report listing town, name of family head, resident or transient, number in family, total granted, cash and medical care; also an account of unemployed, home relief, persons cared for at almshouse, and over-night transients. Filed chronologically. (Older records, rarely; current records, frequently, official.) 10 x 15 folders, 6 ft 7 in., in 6 pasteboard boxes and in drawer of steel filing case. Basement and R. 1. (223, 276)

2556. DAILY CASH REPORT, Jan. 1 - Dec. 31, 1935; June 2, 1936 to date. Showing balance on previous report, deposits, amounts drawn and available. Filed chronologically. (Daily, official.) 10 x 14 and 10 x 15 folders, $5\frac{1}{2}$ in., in 2 drawers of steel filing cases. R. 1 and Basement. (238, 281)

2557. PAY ROLL REVISIONS AND LETTERS FOR REVISION, Feb. 19 - June 21, 1935. Listing date, name of employee, and corrections. Filed chronologically. (Rarely, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (267)

2558. ACCUMULATED STATEMENT AND TRIAL BALANCE, Mar. 30, 1935 to date. Listing date, funds available for general relief, project, gardens, canning, transient and reemployment grants, educational and civil works accounts. Filed chronologically. (Occasionally, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (243)

2559. BANK RECONCILIATION STATEMENT, Apr. 1, 1935 to date. Showing name of bank, date of deposits, canceled and outstanding checks; also a recapitulation of deposits, checks issued and canceled, and balance for period, with signature of certification. Filed chronologically. (Occasionally, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (285)

2560. CERTIFICATES AND BILLS OF MEDICAL EXPENSES, Apr. 12, 1935 - Feb.

10, 1937. Listing date, town, county, file number, names of employee and employer, hospital services and supplies, all data on accidents, doctor's bills, and funeral expenses. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 9 in., in drawer of steel filing case. R. 1. (278)

2561. COMPENSATION CASH REPORT, May 14, 1935 to date. Listing date, balance from previous report, deposits, bills paid, and balance at end of period. Filed chronologically. (Frequently, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (265)

2562. COMPENSATION BANK STATEMENT, May 15, 1935 to date. Listing name and address of bank, department or agency funds, deposits, canceled checks, old and new balances. Filed chronologically. (Frequently, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (263)

2563. MONTHLY WORK SHEETS, STATE ERA, July 1 - Dec. 31, 1935. Summary of amounts granted towns, listing various items of nonrelief. Filed alphabetically. (Rarely, official.) 10 x 15 folders, 9 in., in pasteboard box. Basement. (242)

2564. MONTHLY STATEMENT OF EXPENDITURES OF FERA AND STATE RELIEF FUNDS, July 1, 1935 to date. FERA Form 193, listing condition of grants, general and transient relief, unexpended balance beginning of month, receipts, expenditures, adjustments, transfers, and balance at end of month. Filed chronologically. (Occasionally, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (270)

2565. SCHEDULE OF DISBURSEMENTS, Aug. 29, 1935 to date. Form 1064, listing department or agency, date, name and rank of disbursing officer, voucher number, payee, symbol of fund, and name and title of certifying officer. Filed chronologically. (Rarely, official.) 10 x 15 folders, $3\frac{1}{2}$ in., in drawer of steel filing case. Basement. (230)

2566. INVOICES, Dec. 26, 1935 to date. Covering phone calls, rentals, printing, supplies, trucking, and freight. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 10 in., in drawer of steel filing case. R. 1. (272)

2567. MONTHLY BANK STATEMENT, Apr. 1, 1936 to date. Listing name of bank, address, date, deposits, checks issued and canceled, and balance. Filed chronologically. (Frequently, official.) 10 x 15 folders, $\frac{1}{4}$ in., in drawer of steel filing case. R. 1. (261)

2568. MONTHLY REPORT, June 1, 1936 to date. Form 191, relating to administrative projects, covering all expenses and unemployment relief programs under supervision of State ERA; also all data on personnel, pay rolls, and projects. Filed chronologically. (Occasionally, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (277)

2569. MONTHLY CHART, DIRECT RELIEF, Aug. 1, 1936 to date. Record of families and persons on direct relief receiving medical aid and relief not exceeding \$3.00. Filed chronologically. (Frequently, official.) 11 x 17 sheets, 3 in., in drawer of steel filing case. R. 1. (268)

2570. MONTHLY REPORT OF TOTAL OBLIGATIONS INCURRED FOR UNEMPLOYMENT RELIEF BY SOURCE OF FUNDS, Aug. 1, 1936 to date. FERA Form 202, listing

county, units, source of funds, work program earnings, rentals, services, charges, and grand totals. Filed chronologically. (Occasionally, official.) 10 x 15 folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 1. (269)

2571. PAY ROLL FOR PERSONAL SERVICES, FERA, Oct. 1, 1936 to date. Form 151. Filed chronologically. (Frequently, official.) 10 x 15 folders, 2 in., in drawer of steel filing case. R. 1. (283)

RUTLAND

INSPECTION DIVISION OFFICE OF THE STATE ENGINEER INSPECTOR Federal Bldg., 151 West St.

This office was established in August, 1933. No records have been lost, and there are no useless papers. Copies of completed projects are sent to Washington.

2572. PROGRESS MAPS, 1933 - 1936. Showing location of projects, completed or under construction, designated by colored tacks. (Occasionally, official.) 24 x 36, 3 ft., on wall. R. 412. (117)

2573. PLANS AND SPECIFICATIONS, Aug. 1, 1933 to date. Pertaining to various projects. Filed numerically. $12\frac{1}{2}$ x 18 cardboard index. (Daily, official.) 8 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 410. (108)

2574. LETTERS, Aug. 1, 1933 to date. Correspondence relating to housing projects, New England Division, showing contract information, and reconciling estimates; communications on finance division FWA Federal Trades Commission, and bulletins from Washington. Filed alphabetically. (Daily, official.) 8 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 410. (110)

2575. COMPLETED PROJECTS, Aug. 1, 1933 to date. Records showing all dates on each project. Filed alphabetically and numerically. $12\frac{1}{2}$ x 18 cardboard index. (Occasionally, official.) 9 x 15 folders, 22 ft., in 12 drawers of steel filing cases. R. 410. (114)

2576. BIDS AND AWARDS, Aug. 1, 1933 to date. Records of architect's agreement proposal contract, performance and labor bond, insurance certificate, and approval of award. (Copies.) Filed numerically. $12\frac{1}{2}$ x 18 cardboard index. (Daily, official.) 8 x 12 folders, 2 ft., in 2 drawers of steel filing case. R. 410. (112)

2577. APPLICATIONS, CORRESPONDENCE, Aug. 31, 1933 to date. Information concerning loans, applications, project loans requested and recommended with planning, engineering, labor material, financial considerations, conclusions, and recommendations. Filed alphabetically. $12\frac{1}{2}$ x 18 cardboard index. (Occasionally, official.) 8 x 12 folders, 1 ft., in drawer of steel filing case. R. 410. (111a)

2578. BLUEPRINTS, Sept. 1, 1933 to date. Complete set of prints for each FWA project. Arranged numerically. $12\frac{1}{2}$ x 18 cardboard index. (Daily official.) 28 x 40 sheets, 18 ft. 8 in., in 8 wooden blueprint cases. R. 410. (116)

2579. INSPECTION RECORDS, CORRESPONDENCE, Oct. 1, 1933 to date. Pertaining to various projects, location, type, report and symbol numbers, weather and general conditions on job, names of skilled and unskilled laborers, and supervisory staff. Filed numerically. $12\frac{1}{2}$ x 18 cardboard index. (Daily, official.) 8 x 12 folders, 3 ft., in 3 drawers of steel filing case. R. 412. (118)

2580. CORRESPONDENCE, MISCELLANEOUS, Oct. 1, 1933 to date. Between Washington and Rutland offices, relating to work of supervisors, and schedule of disbursements for local office expenses. Filed alphabetically. (Daily, official.) 8 x 12 folders, 1 ft., in drawer of steel filing case. R. 410. (111)

2581. GRANT AGREEMENTS, Jan. 1, 1934 to date. Correspondence and requisitions for payments on federal grants to various communities in state. (Daily, official.) 8 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 410. (109)

2582. INACTIVE APPLICATIONS, STATE AND PRIVATE, Jan. 1, 1935 to date. Form 144A, giving inventories of projects filed by various communities, and requests for assistance which have not been approved. Filed alphabetically. (Occasionally, official.) $8\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 410. (107)

2583. ACTIVE APPLICATIONS, June 13, 1935 to date. Requests from town officers accompanied by resolution, project description, and estimated cost sheets. Filed numerically. $12\frac{1}{2}$ x 18 cardboard index. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 410. (113)

2584. OFFERS, Oct. 1, 1935 to date. Showing grant offers, acceptances, requisition material, and transcripts of municipal meetings. (Copies.) Filed numerically. $12\frac{1}{2}$ x 18 cardboard index. (Daily, official.) $8\frac{1}{2}$ x 15 folders, 1 ft., in drawer of steel filing case. R. 410. (115)

PART 4. FEDERAL HOME LOAN BANK BOARD

FEDERAL HOME LOAN BANK BOARDRUTLAND

HOME OWNERS' LOAN CORPORATION
STATE OFFICE
Federal Bldg., 151 West St.

This office was established August 1, 1933 at its present location with jurisdiction over the State of Vermont. Its original purpose was to grant mortgage loans at a low rate of interest to home owners threatened with foreclosure. District offices were opened on August 15, 1933 at Burlington, Montpelier, and Proctorsville, and operated until December 15, 1935. No records have been lost or destroyed; there are no useless papers. Formerly all reports are sent to the Regional Manager in Boston, Mass., but are now forwarded to the Regional Office in New York City, which was established November 1, 1938.

2585. ESCROW ACCOUNT, Aug. 1, 1933 - May 17, 1937. Form 28A, showing a daily report of disbursements and reconciliation for bank balances of all funds deposited in this account for repairs, recording fees, or taxes; also includes Form 100, report of checks transmitted for deposit to this account. Filed chronologically. (Rarely, official.) 9 x 15 folders, 6 in., in drawer of steel filing case. R. 310. (11)

2586. LOAN APPLICATION REGISTER, Aug. 1, 1933 to date. Dated entries showing application number, name and address of property owner, location, and amount of mortgage requested. Arranged geographically and numerically. (Daily, official.) 8 x 12 loose-leaf books, 2 in., in drawer of steel filing case. R. 310. (7)

2587. PERSONNEL FILE, Aug. 1, 1933 to date. Containing a complete history of each employee, past and present, showing prior and present title, grade, salary, and record of leave accrued or used. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing cases. R. 308. (1)

2588. APPLICATION RECORD CARDS, Aug. 1, 1933 to date. Showing name and address, case number, amounts of mortgages, taxes, and requested loan; also giving names of mortgagees, dates of progress, and remarks. Arranged alphabetically and geographically. (Frequently, official.) 5 x 8 cards, 4 ft., in 6 wooden card cabinets. R. 310. (2)

2589. GENERAL CORRESPONDENCE, TRANSFER FILE, Aug. 1, 1933 to date. With Regional Office, Boston, Washington, and various individuals and institutions transacting business with this office. Filed alphabetically and chronologically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing cases. R. 310. (3)

2590. FEDERAL COLUMNAR BOOK, Aug. 1, 1933 to date. Form 1612, showing bond authorization and loan numbers; mortgagors and mortgagees; amounts and accrued interest; sum necessary to adjust settlement, disbursed for taxes, repairs, insurance, appraisals, legal fees, and credit reports; also loan closing dates. Entered chronologically. (Frequently, official.) 10 x 12 vols., $\frac{1}{2}$ in., in steel desk. R. 308. (4)

2591. CLOSED LOAN DOCKETS, Aug. 1, 1933 to date. Pertaining to correspondence, applications, and all other data pertinent to the closing of loans. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 48 ft., in 24 drawers of steel filing cases. R. 308. (5)

2592. SETTLEMENT REPORTS, Aug. 1, 1933 to date. HOLC Form 15, showing loan number, name and address of mortgagor, cash disbursements by corporation, amount paid by borrower, cash and bond advanced by mortgagee, final appraisal, and amount of monthly payments to be met. Filed numerically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 310. (8)

2593. REJECTED AND WITHDRAWN APPLICATION REGISTER, Aug. 1, 1933 to date. HOLC Form 97, showing application and loan serial number, amount desired, name and address of applicant, fee claims, approved and paid, amount refunded, and reason for rejections. Arranged numerically. 5 x 8 card index, 1 ft. (Daily, official.) $14\frac{1}{2}$ x $17\frac{1}{2}$ loose-leaf books, 2 in., in drawer of steel filing case. R. 306. (9)

2594. PAY ROLLS, Aug. 1, 1933 to date. Of all employees of the HOLC in the state. (Copies.) Filed chronologically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing cases. R. 308. (12)

2595. MISCELLANEOUS AUDIT REPORTS, Aug. 1, 1933 to date. Pertaining to audit exception raised and their clearance with Regional and home offices. Filed chronologically. (Frequently, official.) 9 x 15 folders, 8 ft., in 4 drawers of steel filing case. R. 310. (13)

2596. RECONCILIATION OF CASH ON HAND, LOAN ACCOUNTS, Aug. 1, 1933 to date. HOLC Form 29, showing period covered, state manager, office location, balance on previous report, debits, credits, and cash balance. Filed chronologically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 310. (15)

2597. RECONCILIATION OF CASH ON HAND, EXPENSE ACCOUNT, Aug. 1, 1933 to date. HOLC Form 31, showing period covered, state manager, office location, cash balance submitted on last report, total receipts, grand total debited to office expense account, total disbursements, and balance of cash on hand. (Copies.) Filed chronologically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 310. (14)

2598. VOUCHERS FOR PURCHASES, TRAVEL AND SERVICES OTHER THAN PERSONAL, Aug. 1, 1933 to date. HOLC Forms 1012 and 21, showing serial number, department and appropriation chargeable, name and address of payee, itemized account of merchandise or services, authorization number, and official certification. (Copies.) Filed numerically. (Daily, official.) 9 x 15 folders, 8 ft., in 4 drawers of steel filing cases. Rs. 308 and 310. (16)

2599. CASHIER'S RECORDS, Aug. 1, 1933 to date. Form 19, used for special deposits; Form 169, used for rental property income; Form 47c7, issued for regular remittances at the office, through the mail and from field representatives; also Form 19A, used for consolidated daily report of all receipts. Filed and arranged chronologically. (Daily, official.) 9 x 12 folders and 3 x 5 cards, 10 ft., in drawer of steel desk, in safe, and in 2 card cabinets. R. 308. (17)

2600. AUTHORIZATIONS, Aug. 1, 1933 to date. Pertaining to the issue of bonds to cover defaulting mortgages, showing serial and document receipt numbers, amount of bonds authorized, name and address of holder of lien against property. (Copies.) Filed numerically. (Daily, official.) 9 x 12 folders, 8 in., in drawer of steel filing case. R. 310. (18)

2601. MONTHLY BILLING, Aug. 1, 1933 to date. HOLC Form ROA-253A, showing borrower's name and address, amount of original loan, date of closing, case number, amount of current and past due interest, and principal. (Copies.) Arranged numerically and geographically. (Daily, official.) $3\frac{1}{2}$ x $7\frac{1}{4}$ sheets, 1 ft. 5 in., in desk tray. R. 308. (20)

2602. CARD INDEX LOAN ACCOUNTS, Aug. 1, 1933 to date. Showing loan number, borrower's name, date of loan, amount of monthly payment, and original loan. Arranged geographically and alphabetically. (Frequently, official.) 3 x 5 cards, 2 ft. 8 in., in 4 drawers of wooden card cabinets. R. 308. (21)

2603. CORRESPONDENCE, BORROWER'S ACCOUNT, Aug. 1, 1933 to date. With various individuals relating to their accounts with this office. Filed numerically. (Daily, official.) 9 x 12 folders, 24 ft., in 12 drawers of steel filing cases. R. 308. (22)

2604. INDEX OF CLOSED LOANS, Aug. 1, 1933 to date. Individual borrower's cards showing the status of all cases recommended for foreclosure by the State Office. Arranged chronologically. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel card cabinets. R. 308. (23)

2605. PROPERTY RECORD AND PROGRESS CONTROL, Aug. 1, 1933 to date. Showing present and prior status of all properties owned in complete detail. Form 455, is the control record on each piece of property; Forms 456, 456A, and 456B, are progress control cards for single and multi-unit properties. Arranged numerically and chronologically. (Frequently, official.) $8\frac{1}{2}$ x 11 cards, 8 in., in pasteboard box. R. 306. (25)

2606. PROPERTY OWNED OR IN PROGRESS OF ACQUISITION, Aug. 1, 1933 to date. Dockets containing all papers relating to properties concerned including photographs, correspondence and forms relating to reconditioning, appraisals, legal matters, leases, insurance, accounting, contracts, sales, and rentals. Arranged numerically. (Frequently, official.) 9 x 15 loose-leaf books, 10 ft., in 5 drawers of steel filing case. R. 306. (26)

2607. MONTHLY REPORTS OF CONTRACT SALES AND MANAGEMENT BROKERS, Aug. 1, 1933 to date. Showing property numbers, amounts of rent billed and collected, whether vacant or rented or available to yield income; also disbursements made by broker for commissions and repairs. Arranged numerically. (Frequently, official.) 11 x 16 covers, 3 in., on top of desk. R. 306. (28)

2608. CARD RECORDS, Aug. 1, 1933 to date. Pertaining to properties owned; Form 442G, for sale or rent; Form 442M, tenants' records; Forms 439 and 442L, follow up cards; also water rent payment. Arranged alphabetically, numerically, and chronologically. (Frequently, official.) 4 x 6 cards, 3 ft. 4 in., in 4 drawers of steel card cabinets. R. 306. (29)

2609. PROPERTY MANAGEMENT RECORDS, Aug. 1, 1933 to date. Including general correspondence and miscellaneous statistical reports relating to the management of properties owned by the Corporation. Filed numerically. (Frequently, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 306. (27)

2610. DAILY REPORTS, Aug. 1, 1933 to date. Sent from this office to the Regional Office showing the status changes of all properties owned and also a current inventory of all units. (Copies.) Arranged chronologically. (Frequently, official.) 10 $\frac{1}{2}$ x 16 loose-leaf books, 3 in., on top of file case. R. 306. (24)

2611. MORTGAGOR CASES, ADVANCED, Aug. 1, 1933 to date. Detailed report of the history and present status of each case. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, 3 in., in drawer of steel card cabinet. R. 306. (33)

2612. CONTROL CARDS, PROPERTY OWNED, Aug. 1, 1933 to date. Detailed report of the history and present status of each case. Arranged alphabetically. (Daily, official.) 5 x 8 cards, 3 in., in drawer of steel card cabinet. R. 306. (32)

2613. FIRE LOSS CASES, Aug. 1, 1933 to date. HOLC Form 115A, showing name and address of borrower, property affected, date reported, serial number, and amount of loan; insurance company involved, contractor making repairs, nature of repairs, amounts paid and due, and total amount of bill. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 2 in., in drawer of steel filing case. R. 306. (41)

2614. REAPPRAISAL CASES, Aug. 1, 1933 to date. Pertaining to properties mortgaged to this Corporation wherein Regional Office has requested additional information, possibly because of misrepresentation by former or original mortgagees. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 1 ft., in drawer of steel filing case. R. 306. (42)

2615. CONTRACTORS' INDEX, Aug. 1, 1933 to date. List of contractors in the state approved by the Corporation. Arranged geographically and alphabetically. (Frequently, official.) 3 x 5 cards, 3 in., in drawer of steel card cabinet. R. 306. (35)

2616. PROPERTY INSPECTION REPORT, Aug. 1, 1933 to date. Field inspector's report of each case. Arranged numerically. (Frequently, official.) 5 x 8 cards, 8 in., in drawer of card cabinet. R. 306. (36)

2617. APPRAISALS, Aug. 1, 1933 to date. Name and address of applicant date and amount of loan. Arranged geographically and alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of steel card cabinets. R. 306. (37)

2618. PROPERTY MANAGEMENT CASES, Aug. 1, 1933 to date. Form R2A, containing brief record of loans showing name and address of borrowers, and other pertinent data. Arranged numerically. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of steel filing case. R. 306. (39)

2619. RECONDITIONING LEDGER, Aug. 1, 1933 to date. HOLC Form R24, showing loan number, name of borrower, date repairs started, name of inspector, date of final inspection and report, payments to contractors, balance due, and amount of refund for credit. Arranged alphabetically. (Frequently, official.) 8 x 12 loose-leaf books, 8 in., on desk. R. 306. (46)

2620. GENERAL CORRESPONDENCE, June 1, 1934 to date. Pertaining to reconditioning and appraisal departments. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 306. (43)

2621. WITHDRAWN PROPERTY MANAGEMENT CASES, June 1, 1934 to date. Pertaining to applications withdrawn by owner or rejected by the Corporation for various reasons. Filed alphabetically. (Rarely, official.) 9 x 15 folders, 4 ft., in 2 drawers of steel filing case. R. 306. (44)

2622. MORTGAGOR CASES, June 1, 1934 to date. Relating to cases in which an advance for repairs has been requested, also correspondence in data from time of loan to time of work completion. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 8 in., in drawer of steel filing case. R. 306. (45)

2623. CLOSED LOANS, RECONDITIONING DIVISION, June 20, 1934 to date. Pertaining to loans on which repairs have been made; also all documents, correspondence, and records of interviews pertaining to a completion of the work. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 12 ft., in 6 drawers of steel filing cases. R. 306. (30)

2624. CLOSED CASES, PROPERTY MANAGEMENT, Sept. 1, 1935 to date. Data and correspondence pertaining to the appraisal and reconditioning of properties owned. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 4 ft., in 2 drawers of steel filing case. R. 306. (38)

2625. PROPERTY MANAGEMENT CASES, ACTIVE, Sept. 1, 1935 to date. Include all data and correspondence pertaining to the appraisal and reconditioning of properties owned. Filed alphabetically. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 306. (31)

2626. INSURANCE CASES, Sept. 1, 1935 to date. Detailed report of the history and present status of each case. Arranged alphabetically. (Frequently, official.) 5 x 8 cards, $\frac{3}{4}$ in., in drawer of steel card cabinet. R. 306. (34)

2627. PROPERTIES IN PROCESS OF ACQUISITION OF TITLE, Dec. 18, 1935 to date. Correspondence, tax data, final decrees, petitions, and other information necessary to the progress of foreclosure proceedings instituted in various cases to protect the interests of the Corporation. Filed alphabetically. (Frequently, official.) 9 x 15 folders, 8 ft., in 4 drawers of steel filing cases. R. 306. (19)

2628. MAPS, Jan. 2, 1936 to date. Of Vermont and various sections of the State spotted for loans, properties owned and in process of title acquisition. Arranged geographically. (Daily, official.) Various sized sheets, $\frac{1}{4}$ in., on wall rack. Rs. 306, 308, and 310. (10)

2629. GENERAL CORRESPONDENCE, Jan. 1, 1938 to date. With Regional Office, Boston, Mass., individuals, and corporations having business with this office. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 8 ft., in 4 drawers of steel filing case. R. 308. (6)

2630. TICKLER FILE, July 25, 1938 to date. Containing letters and forms for quick reference within the period of a week. (Copies.) Filed chronologically. (Daily, official.) 9 x 15 folders, 2 in., in drawer of steel filing case. R. 306. (40)

PART 5. FEDERAL HOUSING ADMINISTRATION

FEDERAL HOUSING ADMINISTRATIONBURLINGTON

OFFICE OF THE STATE DIRECTOR
Federal Bldg., Main and Church St.

The National Housing Act effective June 27, 1934, with subsequent amendments, provided a system of government-sponsored mutual mortgage insurance to encourage improvement in housing standards and conditions, and to enable owners of homes and business property to finance repairs and improvements at low cost, including the renovation of existing buildings and erection of new buildings and appurtenances, insuring private credits devoted to such renovation and modernization as well as insuring long-term mortgages on new and existing property, thus offering to borrowers the most liberal credit terms ever known in mortgage lending, private rather than government funds being advanced on these loans.

Additional amendments to the Act were passed by Congress in March and April 1936 extending the modernization credit plan to April 1, 1937 and facilities of FHA to owners or leases of properties damaged or destroyed by flood or other catastrophe in the years 1935 or 1936.

Under the Federal Housing Administrator, and as a subdivision of Region No. 2 comprising the New England States, headquarters for the District of Vermont was established June 1, 1934 in the Federal Building, Burlington, and removed August 21, 1934 to 206 Bank Street, the Eastern Magnesia Talc Company Building, remaining there until December 31, 1936 in charge of State Director J. Holmes Jackson and Office Manager Fred C. Hinchey. The office then returned to the Federal Building where it has remained to date. Reports were rendered weekly and monthly by the State Director to the Washington office. No records have been lost or destroyed; useless papers are baled and sold.

2631. TRAVELING EXPENSE VOUCHERS, Aug. 28, 1934 to date. Relating to expense of architects and valuers incurred on inspection trips. Arranged alphabetically. (Frequently, official.) 9 x 15 cards, 4 ft., in 2 drawers of steel filing case. R. 8. (86)

2632. PLANS FOR MAIN CONSTRUCTIONS AND MAJOR ALTERATIONS, Aug. 28 1934 to date. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. R. 9. (95)

2633. MAPS, PLANS, AND BLUEPRINTS, Dec. 31, 1934 to date. Plans and specifications for the construction of new homes for which applications for insurance and loans have been received. Arranged alphabetically. (Frequently, official.) 15 x 18 and 20 x 24 loose sheets, 8 ft., in steel cabinet. R. 7. (96)

2634. ARCHITECT, VALUATOR, AND CHIEF UNDERWRITER, Dec. 31, 1934 to date. Reports concerning property that has been inspected and sanctioned for loans and insurance. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in drawer of steel filing case. R. 9. (85)
2635. SURVEY OF CITIES AND TOWNS, Dec. 31, 1934 to date. Street maps and reports from town, cities, and villages in Vermont. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. R. 9. (84)
2636. MORTGAGOR'S PROPERTY, LOCATION FILE, Dec. 31, 1934 to date. Containing names of property holders and location of property on which applications for insurance have been received in Vermont. Arranged alphabetically. (Frequently, official.) 3 $\frac{1}{2}$ x 9 cards, 4 ft., in 3 drawers of steel card cabinet. R. 9. (83)
2637. CHIEF UNDERWRITER'S REPORTS TO DIRECTOR, Dec. 31, 1934 to date. Pertaining to insurance investigations of mortgagor's property. Filed alphabetically. (Frequently, official.) 8 x 10 folders, 1 in., in drawer of steel filing case. R. 9. (82)
2638. GENERAL CORRESPONDENCE, Dec. 31, 1934 to date. Relating to bank loans. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. R. 9. (87)
2639. INQUIRIES AND CORRESPONDENCE, Dec. 31, 1934 to date. Inquiries received, concerning application for insurance and bank mortgage, and replies. Filed alphabetically. (Frequently, official.) 8 x 10 envelopes, 1 ft., in drawer of steel filing case. R. 1. (88)
2640. OFFICE PERSONNEL, Dec. 31, 1934 to date. Showing names and addresses. Filed alphabetically. (Frequently, official.) 9 $\frac{1}{2}$ x 12 folders, 2 ft., in drawer of steel filing case. R. 7. (89)
2641. COMPLETED CASES, Dec. 31, 1934 to date. On mortgagor's loans that are insured and sent to Washington. Filed numerically. 3 x 5 card index, 1 ft. (Frequently, official.) 9 x 15 folders, 6 ft. 6 in., in 4 drawers of steel filing case. R. 9. (90)
2642. PERSONNEL FEE VALUATORS AND ARCHITECTS, Jan. 1, 1935 to date. Reports and correspondence. (Copies.) Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft., in drawer of steel filing case. R. 9. (92)
2643. COMMITMENTS TO BANKS, Sept. 6, 1935 to date. Pending mortgagor's cases to be insured. Filed alphabetically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 1 ft. 6 in., in 2 drawers of steel filing case. R. 9. (91)
2644. SCHEDULES OF DISBURSEMENTS, Sept. 6, 1935 to date. For funds paid out of this office. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, $\frac{1}{2}$ in., in drawer of steel filing case. R. 9. (93)

2645. REPORTS OF SCHEDULE COLLECTIONS, Sept. 6, 1935 to date. Payments made by mortgagors on loans. Filed chronologically. (Frequently, official.) 8 x 10 $\frac{1}{2}$ folders, 4 in., in drawer of steel filing case. R. 9. (94)

RUTLAND

OFFICE OF THE MANAGER OF FINANCIAL RELATIONS
Federal Bldg., 151 West St.

This office was established on June 1, 1936. It was discontinued December 31, 1936. It occupied no other location. No records were lost or destroyed; reports were submitted to the State Director at Burlington.

2646. GENERAL FILE, Jan. 1, 1935 to date. Statistical information dealing with banking situation in the State of Vermont, particularly the financing of real estate and home mortgages. Filed alphabetically. (Daily, official.) 9 $\frac{1}{2}$ x 11 $\frac{1}{2}$ pockets, 1 ft. 4 in., in drawer of steel filing case. R. 3. (302)

ST. ALBANS

OFFICE OF THE VALUATOR
120 Fairfield St.

On June 7, 1935 a branch office was opened and functioned until December 31, 1936 when it was discontinued. Permanent records were transferred to the custody of the Burlington office. No records were lost or destroyed; reports were submitted to the State Director at Burlington.

2647. GENERAL CORRESPONDENCE, Sept. 1, 1934 to date. With individuals desiring loans, with pictures of property. Copies of Chairman's replies. Arranged chronologically. (Frequently, official.) 8 $\frac{1}{2}$ x 12 loose sheets, 6 in., in drawer of steel filing case. 1st floor. (224)

2648. APPLICATION FOR LOANS, Sept. 1, 1934 to date. From persons seeking financial aid, showing name, address, amount, and purpose of loan. Filed chronologically. (Frequently, official.) 8 $\frac{1}{2}$ x 12 folders, 3 in., in drawer of steel filing case. 1st floor. (226)

2649. NOTES OF VALUATIONS, June 1, 1935 to date. Pertaining to properties of persons desiring loans. Filed chronologically. (Frequently, official.) 8 $\frac{1}{2}$ x 12 folders, 3 in., in drawer of steel filing case. 1st floor. (225)

PART 6. FEDERAL SURPLUS COMMODITIES CORPORATION

FEDERAL SURPLUS COMMODITIES CORPORATION

MONTPELIER

OFFICE OF THE DIRECTOR
Exchange Bldg., 80 State St.

The Federal Surplus Relief Corporation was formed October 4, 1933. Its name was changed to the Federal Surplus Commodities Corporation by the Board of Directors on November 18, 1935. Taking over all assets and duties of the Federal Surplus Relief Corporation.

This office was established December 15, 1933 in the State Capitol Building where it remained until December 1934; from December 1934 to January 1936, it was located in the State Building, 51 Court Street; from January 1936 to March 1936 it was located at the Montpelier Tavern, moving from there to its present location. No records have been lost or destroyed; useless papers are destroyed as authorized. Monthly reports are sent to Washington.

2650. LEDGERS, July 1, 1933 to date. Records of commodities received and amounts forwarded to overseers for distribution to needy families. Arranged alphabetically. (Daily, official.) 10 x 14 loose-leaf books, 1 ft., in 4 ledgers. 1st floor. (332)

2651. CORRESPONDENCE, BILLS OF LADING, INVENTORIES, July 1, 1933 to date. Pertaining to shipment of commodities. Filed alphabetically. (Daily, official.) 9 x 12 folders, 6 in., in 4 drawers of steel filing case. 1st floor. (333)

2652. COMMODITIES, RECEIPTS FROM OVERSEERS, Nov. 1, 1935 to date. For issues to needy families. Arranged alphabetically. (Daily, official.) $3\frac{1}{2}$ x 8 slips, 22 ft., in 11 pasteboard boxes. 1st floor. (334)

Commodity Distribution - Records
City Hall, Main St.

2653. GENERAL FILE, Apr. 1, 1934 to date. Correspondence, bills of lading, and reports; also copies of pay rolls. Filed alphabetically. (Daily, official.) 9 x 12 folders, 8 ft., in 8 drawers of wooden filing cases. Basement. (329)

2654. COMMODITIES, FEDERAL SURPLUS, RELIEF, Jan. 1, 1936 to date. Record of clothing, showing name and address of family to whom issued. Arranged alphabetically. (Daily, official.) $3\frac{1}{2}$ x 6 slips, 1 ft., in wooden box. S. room. (330)

2655. WORK STATUS, Jan. 1, 1936 to date. Show name and if privately employed. Pertain only to men employed from Montpelier, and their records. Arranged alphabetically. (Daily, official.) $3\frac{1}{2}$ x $5\frac{1}{2}$ slips, 6 in., in wooden filing case. 1st floor. (331)

PART 7. NATIONAL EMERGENCY COUNCIL

NATIONAL EMERGENCY COUNCIL

RUTLAND

FIELD OPERATORS DIVISION
OFFICE OF THE STATE DIRECTOR
Federal Bldg., 151 West St.

The field organization, of which this office is a part, consists of state directors under supervision of a Director of Field Operations and Correspondence Control; established primarily for the purpose of coordinating in the field problems of Federal inter-agency organization and activity, and to augment the efficiency and productiveness of the several field agencies. This office was opened May 1, 1935. No records have been lost or destroyed. All transactions, upon completion, are reported to Washington; copies are retained.

In 1939, subsequent to this Survey, the Rutland office was discontinued, and this State supervised from the Concord, New Hampshire, office where Mr. Eugene E. Reed was Staff Representative for Vermont. In October, 1939 the work was centralized in the regional office at Boston, Massachusetts, under supervision of Mr. Reed.

2656. FEDERAL AGENCIES, STATE, May 1, 1935 to date. Correspondence between this office and various Federal agencies relating to work and activities. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 406. (295)

2657. PUBLIC WORKS ADMINISTRATION, May 1, 1935 to date. Reports, inspection orders, and correspondence dealing with various activities. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 6 in., in drawer of steel filing case. R. 406. (298)

2658. WORKS PROGRESS ADMINISTRATION, May 1, 1935 to date. Reports from State Administrator relating to various projects and activities, also the employment situation in Vermont. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 envelopes, 1 ft. 6 in., in drawer of steel filing case. R. 406. (294)

2659. GENERAL CORRESPONDENCE, May 1, 1935 to date. Pertaining to activities and work of various agencies. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in drawer of steel filing case. R. 406. (300)

2660. CORRESPONDENCE, WASHINGTON, May 1, 1935 to date. Communications between this office and various Federal agencies, dealing with work. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 1 ft., in drawer of steel filing case. R. 406. (296)

2661. NEWSPAPER CLIPPINGS, May 1, 1935 to date. Dealing with work and activities of various Federal agencies. Entered alphabetically. (Daily, official.) 12 x 14 vols., 2 in., on steel shelf. R. 406. (297)

2662. REPORTS AND MAPS, May 1, 1935 to date. Received from Washington pertaining to activities, work, and progress of Federal agencies. Arranged alphabetically. (Daily, official.) 9 x 12 loose sheets, 6 in., in drawer of steel filing case. R. 406. (299)

2663. COORDINATION REPORTS, May 1, 1935 to date. Transcript of minutes of meetings held with various agencies, to promote coordination in work activities. Filed alphabetically. (Frequently, official.) $9\frac{1}{2}$ x 15 folders, 2 ft., in 2 drawers of steel filing case. R. 406. (301)

PART 8. NATIONAL RESOURCES COMMITTEE

THE NATIONAL RESOURCES COMMITTEE

MONTPELIER

FIELD OFFICE
AFFILIATED WITH STATE PLANNING BOARD
State Capitol Bldg.

This office was established June 7, 1935, succeeding the National Resources Board which, in turn, had succeeded the National Planning Board of the Federal Administration of Public Works.

The committee collects and prepares such plans, data, and information as may be helpful to a planned development and use of National resources, and recommends longtime plans and programs for the wise use and development of such resources; advises of the trend of employment and business activity, and recommends measures leading to improvement and stabilization of economic conditions; collects information concerning proposed public works and their relative importance with respect to the greatest public good and the emergency needs of the Nation; consults and cooperates with other agencies and acts as a clearing house and means of coordination for planning activities.

In Vermont the Committee is affiliated with the State Planning Board and maintains an office jointly with the Board at the State Capitol Building. Technical studies are conducted and consultants assigned to particular problems from time to time. No records have been lost or destroyed; progress reports and reviews of activities are sent periodically to Washington.

(Subsequent to this Survey, the Committee was abolished and its functions and personnel, except members of the Committee, were transferred to the National Resources Planning Board in the Executive Office of the President, by Reorganization Plan No. 1 effective July 1, 1939.)

2664. CORRESPONDENCE, Apr. 1, 1934 to date. With the National Resources Committee, Washington, relating to bills, statistics, and proposals; also deals with various workers on projects. Filed alphabetically. (Daily, official.) 9 x 12 folders, $1\frac{1}{2}$ in., in drawer of steel filing case. R. 45. (56)

2665. FINANCE, Apr. 1, 1934 to date. Synopsis of conditions in Vermont towns, showing population, poor account, grand list, tax rate, revenue, uncollected taxes, indebtedness, and cash on hand; with totals by counties. Filed alphabetically. (Daily, official.) 9 x 12 folders, $\frac{1}{2}$ in., in drawer of filing case. R. 45. (54)

2666. UNITED STATES CENSUS PROJECTS, Jan. 1, 1935 to date. By towns and counties, taken every ten years from 1800 to 1930, inclusive. (Copies.) Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 in., in drawer of steel filing case. R. 45. (55)

2667. GENERAL FILE, June 15, 1935 to date. Letters accompanying copies of WPA pay rolls, showing current status of projects, reports on land planning, review of activities and progress sent to the National Resources Committee, Washington. Filed alphabetically. (Daily, official.) 9 x 12 folders, $1\frac{1}{2}$ in., in drawer of steel filing case. R. 45. (58)

2668. TIME REPORTS, Dec. 1, 1935 to date. Forms 502 showing names of employees working for State Planning Board, projects, types of work, identification numbers, and hours worked. Filed chronologically. (Daily, official.) 9 x 12 folders, $1\frac{1}{4}$ in., in drawer of steel filing case. R. 45. (57)

PART 9. NATIONAL YOUTH ADMINISTRATION

NATIONAL YOUTH ADMINISTRATIONMONTPELIER

State Office
State Capitol Bldg., State St.

This office was established on June 26, 1936. No records have been lost or destroyed; there are no useless papers. Reports are forwarded periodically to Washington.

2669. CORRESPONDENCE, MISCELLANEOUS, Sept. 1, 1934 - Aug. 31, 1935. With project supervisors, NYA National Director, WPA officials, and employment bureaus, pertaining to work on projects, eligibility, qualifications, and assignments of employees. Filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 3 ft., on Wooden shelf. R. 46. (25)

2670. PAY ROLLS, Jan. 3, 1935 - Apr. 30, 1936. Listing names, project and identification numbers, occupation, total hours, and rate of pay; sent semimonthly for verification and payment. (Copies.) Filed chronologically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. R. 46. (29)

2671. COLLEGE AND SCHOOL AID REPORT, Aug. 31, 1935 to date. Of applicants receiving aid in securing education, listing name and address, amount given, reason, and total expenditures; also pertinent correspondence. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 ft. 6 in., in 2 drawers of steel filing case. R. 46. (31)

2672. GENERAL ADULT EDUCATION, PERSONNEL FILE, Aug. 31, 1935 to date. Listing teacher's name and address, hours worked, and wages received; also pertinent correspondence. Filed chronologically. (Daily, official.) 10 x 15 folders, 3 ft. 10 in., in 2 drawers of steel filing case. R. 46. (30)

2673. PROJECT FILE, Aug. 31, 1935 to date. Work progress, instructions, certifications, and time sheets. Filed alphabetically. (Daily, official.) 10 x 15 folders, 2 ft., in drawer of steel filing case. R. 46. (26)

2674. TIME REPORT, EMERGENCY, EDUCATION, LITERARY AND GENERAL, ADULT, Aug. 31, 1935 to date. Semimonthly report from educational and literary workers, giving name, sex, identification number, occupation, hours worked, and pay received. Filed alphabetically. (Daily, official.) 10 x 15 folders, 6 in., in drawer of steel filing case. R. 46. (28)

2675. CHILD EDUCATION, REPORTS, Dec. 2, 1935 to date. Statistical records submitted by teachers and supervisors of nursery schools, covering physical progress, and data on programs. (Copies.) Arranged chronologi-

cally. (Daily, official.) 9 x 12 loose sheets, 1 ft., on wooden shelf.
R. 46. (27)

2676. TIME REPORTS, Jan. 3, 1936 to date. Semimonthly record of time on various projects, showing employee's name, project number, occupation, hours per day, total hours, and wages received. Filed alphabetically and chronologically. (Daily, official.) 10 x 15 folders, 2 ft., in 2 drawers of steel filing case. R. 46. (32)

PART 10. SOCIAL SECURITY BOARD

SOCIAL SECURITY BOARDMONTPELIER

State Director's Office
State Capitol Bldg., State St.

This office was established on April 15, 1935. No records have been lost or destroyed; there are no useless papers. A statistical report is sent monthly to Washington.

2677. PAY ROLLS, OLD AGE ASSISTANCE, Apr. 17, 1935 to date. Showing names, addresses, and amounts of checks to recipients. Arranged alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 loose-leaf books, 1 ft., in drawer of steel filing case. R. 15. (77)

2678. CARD FILE OF APPLICANTS, OLD AGE ASSISTANCE, Apr. 17, 1935 to date. Listing name and address, town and county, certificate and case numbers, date, amount of first payment, increases, property, liens, total payment by years, reimbursements, and final disposition. Arranged chronologically. (Daily, official.) 5 x 8 cards, 3 ft., in drawer of steel filing case. R. 25. (76)

2679. MONTHLY AND QUARTERLY SUMMARY, OLD AGE ASSISTANCE, Apr. 17, 1935 to date. Analysis of grantees, listing names, amounts, towns, suspensions, revocations, and deaths; also statistical data relative to counties, persons affected, and reasons. Arranged chronologically. (Daily, official.) $9\frac{1}{2}$ x 15 loose-leaf books, 3 in., on desk. R. 25. (75)

2680. MISCELLANEOUS CORRESPONDENCE, OLD AGE ASSISTANCE. Apr. 17, 1935 to date. Between this office and individuals, requesting information and applications. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 1 ft. 9 in., in 2 drawers of steel filing case. R. 15. (74)

2681. MISCELLANEOUS FORM FILE, Apr. 17, 1935 to date. Lists grants made, deaths, funeral reports, bills presented, local investigations, relative correspondence, paid bills for office supplies and equipment, and minutes of board meetings. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 folders, 1 ft., in drawer of steel filing case. R. 15. (73)

2682. REVOCATIONS, Apr. 17, 1935 to date. Names of applicants wherever allotments have been made or revoked, and reasons. Filed alphabetically. (Daily, official.) 10 x 18 folders, 6 in., in drawer of steel filing case. R. 25. (72)

2683. DECEASED FILE, Apr. 17, 1935 to date. Listing name and address, date of death, and funeral expense. Filed alphabetically. (Daily, official.) 10 x 18 folders, 4 ft., in 2 drawers of steel filing case. R. 25. (70)

2684. FORM APPLICATION FILE, Apr. 17, 1935 to date. For old age assistance, listing name and address, date and place of birth, financial status, dependents, value of estate and money, and references; also correspondence and memorandums. Filed alphabetically. (Daily, official.) 10 x 18 folders, 28 ft., in 30 drawers of steel filing cases. R. 25. (69)

PART 11. THE UNITED STATES RAILROAD ADMINISTRATION

THE UNITED STATES RAILROAD ADMINISTRATION

The Army Appropriation Act, approved August 29, 1916, empowered the President in time of war to assume control of any system of transportation and to utilize the same as far as needful to the exclusion of all other traffic.

From April to December, 1917, under war conditions, the country tried with slight success to cope with the situation under private control.

On December 28, 1917, President Wilson took possession and assumed control of the railroads, appointing William G. McAdoo as Director General of Railroads. The organization designated "United States Railroad Administration" was then created to perform the duties arising from Federal control, the purpose being to operate under a single authority and coordination in order to increase transportation capacity, eliminate unnecessary passenger trains, unify portions of different railroads, give priority to and expedite movement of war commodities, realize economies by avoiding circuitous routes and duplication of services, unify terminal operations, and divide traffic through regional control, Vermont being in the region controlled from Boston with headquarters in the Boston & Main Railroad offices.

Federal control terminated on March 1, 1920, when possession, control and operation reverted to the owners, subsequent activities of the Railroad Administration being confined to adjustment and liquidation of all matters incident to Federal control.

By Executive order dated January 27, 1937, the President directed that all files and records of the Railroad Administration, including filing equipment, be transferred to the custody of the General Accounting Office; that the files and records consisting of an additional set of freight rate authorities and all surplus copies of general orders, bulletins, circulars, annual reports, and contracts issued by or drawn in favor of the Director General of Railroads be transferred to the custody of the Interstate Commerce Commission; also that the original pay rolls and personnel records be transferred to the custody of the United States Civil Service Commission. These transfers were accomplished during 1937.

The Archivist of the United States subsequently requisitioned for transfer to The National Archives, the records and archives of the Railroad Administration except those still needed in the transaction of unfinished business

MONTPELIER

OFFICE OF THE DISTRICT DIRECTOR
MONTPELIER & WELLS RIVER RAILROAD
R.R. Station, Main St.

This office was established effective December 28, 1917, it occupied

the general office of the Montpelier & Wells River Railroad, in the Depot of Main Street. There is no record of any other location. This office functioned until March 1, 1920 when custody and control was restored to private ownership, liquidation activities continuing until May 31, 1922 as far as could be determined. Useless papers were destroyed; principal records were subsequently transferred to The National Archives at Washington.

2685. TRAFFIC LEDGER, Jan. 1, 1918 - July 31, 1921. Accounts receivable between railroads for freight, milk, junction freight service, express, and mail service. Entered alphabetically. (Rarely, official.) 11 x 15 vols., 3/4 in., in vault. 1st floor. (208)

2686. CLEARANCE LEDGER, Jan. 1, 1918 - Oct. 28, 1921. Accounts and miscellaneous settlements set up between railroads. Entered alphabetically. (Rarely, official.) 9 x 14 vols., 3/4 in., in vault. 1st floor. (209)

2687. MONTPELIER & WELLS RIVER R.R. AND BARRE & CHELSEA R.R. JOURNAL, Jan. 1, 1918 - May 31, 1922. General monthly summary of all accounts. Arranged chronologically. (Rarely, official.) 10 1/2 x 14 loose-leaf books, 4 in., in vault. 1st floor. (206)

2688. JOURNAL, Jan. 1, 1918 - Aug. 19, 1923. Daily entries of all business transactions. Entered chronologically. (Rarely, official.) 11 x 15 1/2 vols., 1/2 in., in vault. 1st floor. (211)

2689. GENERAL LEDGER, FEDERAL ACCOUNT, Jan. 31, 1918 - Dec. 31, 1921. Listing accounts payable and receivable, Federal liability paid, administration ledger control account, revenue from express, rent for buildings and other property, locomotives, and passenger cars. Entered chronologically. (Rarely, official.) 10 1/2 x 14 and 11 x 16 vols., 2 in., in vault. 1st floor. (212, 213)

2690. ACCOUNTS RECEIVABLE LEDGER, Jan. 31, 1918 - May 1, 1922. Bills receivable and entered monthly. Entered alphabetically. (Rarely, official.) 8 1/2 x 14 vols., 3/4 in., in vault. 1st floor. (207)

2691. MONTPELIER & WELLS RIVER R.R. ACCOUNTS RECEIVABLE, June 1, 1918 - Dec. 31, 1921. Listing date and number, ledger folio, name, description, amount, storehouse, freight revenue, switching and passenger train revenue, hire of freight cars, rent of buildings and other property. Entered alphabetically. (Rarely, official.) 16 x 16 vols., 3/4 in., in vault. 1st floor. (210)

RUTLAND

OFFICE OF THE DISTRICT DIRECTOR
RUTLAND RAILROAD
Clement Bldg., Merchants Row

This office was established effective December 28, 1917, it occupied

the general office of the Rutland Railroad in the Clement Building, Merchants Row. There is no record of any other location. This office functioned until March 1, 1920 when custody and control was restored to private ownership, liquidation activities continuing until December 31, 1925 as far as could be determined. Useless papers were destroyed; principal records were subsequently transferred to The National Archives at Washington.

2692. DETAIL OF DISTRIBUTION OF OPERATING EXPENSES, Jan. 1, 1918 - Dec. 31, 1925. Entries and numbers of maintenance of way and structures, roadway equipment, insurance, traffic and transportation expenses, miscellaneous operation, and general expenses. Entered chronologically. (Rarely, official.) $16\frac{1}{2}$ x 21 vols., 1-3/4 in., in vault. R. 8. (377)

2693. AUTHORITIES FOR EXPENDITURES, Jan. 1, 1918 - Mar. 28, 1919; June 28, 1919 - June 14, 1920. Forms AFE and AD70 listing date, location, description, sheet number, quantity, unit price, items, distribution of estimated costs, road and equipment, operating expenses, project, reason for the work or change, budget reference, and total net charge or credit to property investment account. Arranged chronologically. (Rarely, official.) 9 x 14 loose-leaf books, 2 in., in vault. R. 8. (384, 382)

2694. REGISTER OF BILLS PAYABLE, Jan. 1, 1918 - May 30, 1923. Pertaining to general maintenance and operating expenses. Entered chronologically. (Rarely, official.) $17\frac{1}{2}$ x $22\frac{1}{2}$ vols. (3), $4\frac{1}{2}$ in., in vault. R. 8. (383)

2695. ANNUAL REPORT OF FEDERAL OPERATIONS, TO THE INTERSTATE COMMERCE COMMISSION, Jan. 1, 1918 - Dec. 31, 1919. Form D relating to Federal operations and is to be completed by Federal officers; also individual schedules to the corporate reporting officer, property covered, assets, and liabilities. Entered numerically. (Rarely, official.) $9\frac{1}{2}$ x 12 vols. (2), 1 in., in vault. R. 8. (379)

2696. FEDERAL COURT LEDGER, Jan. 1, 1918 - Dec. 31, 1922. Listing equipment assigned by the Director General and accepted by Rutland Railroad Company, also expenditures, Federal assets collected, liabilities paid, remittances in transit, miscellaneous accounts receivable, supplies, vouchers, and compensation. Entered alphabetically. (Rarely, official.) $11\frac{1}{2}$ x $16\frac{1}{2}$ vols., 1-3/4 in., in vault. R. 8. (378)

2697. FEDERAL CONTROL JOURNAL, Jan. 1, 1918 - May 30, 1924. Daily entries of all business transactions. Entered chronologically. (Rarely, official.) $11\frac{1}{2}$ x $16\frac{1}{2}$ vols. (2), 2 in., in vault. R. 8. (380)

2698. UNCLAIMED WAGES, VOUCHERS, Feb. 8, 1918 - June 5, 1920. Form AD11 listing name of debtor, address, memorandum number, service, items, amounts, total, audit number, freight, passenger and car service ledger, and miscellaneous accounts. Arranged chronologically. (Rarely, official.) 7 x 8-3/4 loose sheets, 5 in., in vault. R. 8. (381)

ST. ALBANSOFFICE OF THE DISTRICT DIRECTOR
CENTRAL VERMONT RAILROAD
Corner Lake and Federal Sts.

Established effective December 28, 1917, the District Office occupied the general offices of the Central Vermont Railroad in the Depot and Office Building, corner Lake and Federal Streets. There is no record of any other location. This office functioned until March 1, 1920 when custody and control were restored to private ownership, liquidation activities continuing until July 31, 1924 as far as could be determined. Useless papers were destroyed; principal records were subsequently transferred to The National Archives at Washington.

2699. ANNUAL REPORTS, Jan. 1, 1918 - Dec. 31, 1919. To Interstate Commerce Commission pertaining to all required statistics for a period of ten years. Entered chronologically. (Rarely, official.) $9\frac{1}{2}$ x 12 vols. (2), 3 in., on wooden shelf. 3d floor. (418)

2700. CONTRACTS, NOS. 3396 TO 3675, INCLUSIVE, Jan. 1, 1918 - Feb. 29, 1920. Pertaining to lease of railway property during Federal control. Arranged numerically. (Rarely, official.) 4 x 11 cardboard boxes, 3 ft., on wooden shelf. 3d floor. (423)

2701. BILLS COLLECTABLE, Jan. 1, 1918 - Dec. 31, 1920. Records entered chronologically and alphabetically. (Rarely, official.) 7 x 8 and 16 x 18 vols., 6 ft. 8 in., on 1 wooden and 2 steel shelves. Damaged by fire, water, careless handling, dirty. 3d floor and Storage Room.

2702. GENERAL ORDERS, CORRESPONDENCE, Jan. 1, 1918 - Dec. 31, 1920. Pertaining to Federal control. Entered chronologically. (Rarely, official.) 9 x 11 vols., 6 ft., on 2 shelves. Damaged by fire, water, careless handling, dirty. Storage Room. (425)

2703. CASH BOOKS, Jan. 1, 1918 - July 31, 1924. Records of cash received and disbursed. Entered chronologically. (Rarely, official.) 17 x 18 vols. (3), 1 ft., on wooden shelf. 1st floor. (420)

2704. JOURNALS, Jan. 1, 1918 - July 31, 1924. Entries made during period of Federal control. Entered chronologically. (Rarely, official.) 16 x 18 vols., 1 ft., on wooden shelf. 3d floor. (422)

2705. LEDGERS, Jan. 1, 1918 - July 31, 1924. For period of Federal control. Entered chronologically. (Rarely, official.) 16 x 18 vols., 1 ft., on wooden shelf. 3d floor. (427)

2706. PASS RECORDS, Jan. 10, 1918 - Feb. 28, 1920. Listing exchanges, employees' passes, pass stock received and consecutive serial numbers at beginning and end of each month. Entered chronologically. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ vols., 2 in., on steel shelf. 2d floor. (417)

2707. ACCOUNTS PAYABLE REGISTER, Apr. 1, 1918 - July 31, 1924. Pertaining to accounts during Federal control. Entered alphabetically. (Rarely, official.) 16 x 18 vols., 1 ft., on wooden shelf. 3d floor. (419)

2708. AGENTS' BALANCE SHEETS, Apr. 1 - Dec. 31, 1920. Pertaining to ticket sales during period of Federal control. Entered chronologically. (Rarely, official.) 9 x 11 vols., 1 ft., on shelf. Damaged by fire, water, careless handling, dirty. Storage Room. (426)

