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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XVII
MISCELLANEOUS AGENCIES
NO. 38
RHODE ISLAND
Part 2
FEDERAL HOME LOAN BANK BOARD

SURVEY OF FEDERAL ARCHIVES
WORKS PROGRESS ADMINISTRATION

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
LIBRARIES



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Women's and Professional Projects
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SERIES XVII. MISCELLANEOUS AGENCIES

NO. 38. RHODE ISLAND

PART 2. FEDERAL HOME LOAN BANK BOARD



Providence, Rhode Island
The Survey of Federal Archives
1938

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 nationwide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Rhode Island since that date as a state project of that Administration.

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

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Rhode Island the work of the Survey was under the direction of Mr. Norman L. Kilpatrick, with Mr. R. A. McLeod as his assistant from its inception until June 6, 1937. Since that date Mr. McLeod has been in charge of the project. This inventory of the records of the Federal Home Loan Bank Board in Rhode Island was prepared in the Providence office of the Survey and was edited before final typing by Mr. Sears F. Riepma of the Division of War Department Archives of The National Archives.

Providence, Rhode Island
May 27, 1938

R. A. McLeod, State Director
for Rhode Island, Survey of
Federal Archives

HOME OWNERS' LOAN CORPORATIONPROVIDENCE

STATE MANAGER

Old Industrial Trust Bldg., 42 Westminster St.

This office was established July 14, 1934, with jurisdiction over the State of Rhode Island. Its original purpose was to grant mortgage loans at a low rate of interest to home owners threatened with foreclosure. On June 13, 1936, this agency disposed of all applications for loans and became a servicing instead of a refinancing agency, whose duties now are the collection and liquidation of its mortgage loans and disposing of property which it acquires through foreclosures. From its establishment until April 4, 1936, this office was located in the Hospital Trust Building and from that date until July 1, 1936 it occupied quarters at 130 West Exchange Street when it moved to its present location. All reports are forwarded to the Regional Manager, Boston, Massachusetts.

1. TRAVEL VOUCHERS, Sept. 1, 1933 to date. Form 1012a. Memorandum copy of public voucher issued for reimbursement of travel expenses; shows serial number, name of department, bureau or establishment for which travel expenses were incurred, appropriation chargeable, name and address of payee, period covered, itemized dated schedule of expenses indicating character and amount of each, total amount of expenses, authorization number, signature of payee, verification by proper officials, with number and amount of check drawn in payment. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. off 201. (6078)

2. RECONCILIATION OF CASH ON HAND, EXPENSE ACCOUNTS, Sept. 1, 1933 to date. HOLC Form 31. Schedule shows period covered, name of State Manager by whom submitted and location of State Office, amounts of cash balance forwarded from last report, total receipts during period and grand total debited to office expense account, total amounts of disbursements credited to account and balance of cash on hand. Original sent to Regional Office. (Daily, official.) 9 x 15 folders, 4 ft., in drawers of steel filing case. R. off 201. (6082)

3. RECONCILIATION OF CASH ON HAND, LOAN ACCOUNTS, Sept. 1, 1933 to date. HOLC Form 29. Report shows period covered, name of State Manager submitting report and location of State Office, amount of balance carried forward from last report, total amount of debits and credits and amount of balance on hand. (Daily, official.) 9 x 15 folders, 4 ft., in drawers of steel filing case. R. off 201. (6081)

4. VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, Sept. 1, 1933 to date. HOLC Form 21. Voucher shows serial number, number of regional, state or local office, date and number of payee's invoice, name and address of payee, merchandise or service order number, description, quantity, unit price and cost of articles or services purchased, signature of payee, certification by auditor, approval by Branch, State and Assistant General Managers of Home Owners' Loan Corporation, and date and serial number of check drawn in payment. Original sent to State Disbursing Office. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. off 201. (6079)

5. LOAN APPLICATION REGISTER, Sept. 1, 1933 - Oct. 24, 1935. Book of dated entries shows application number, name and address of property owner, location of property on which loans were asked, and amount of mortgage requested. (Daily, official.) $9\frac{1}{2}$ x $12\frac{1}{2}$ vols. (3), 1 ft., on safe. R. 236. (6075)

6. BORROWERS' ACCOUNTS, Sept. 5, 1933 to date. HOLC Form 18-B-2. Dated serially numbered report of all checks received from borrower to cover regular payments on account; shows name of State Manager, location of State Office, name of borrower, loan, application, and check numbers, amount of each check, total amount of checks received, and certifications of State Accountant and Manager. Issued in triplicate, original and one copy forwarded with checks to Regional Office. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. off 201. (6080)

7. LOAN SERVICE INDEX, Nov. 1, 1933 to date. Index shows loan number, name and address of borrower, location of mortgaged property, amount of loan and date granted. (Daily, official.) 3 x 5 cards, 31 ft. 4 in., in 26 drawers of steel card cabinet. R. 236. (6051, 6068)

8. SETTLEMENT REPORTS, Nov. 1, 1933 to date. HOLC Form 15. Report shows loan number, name and address of mortgagor, location of mortgaged property, dates of mortgage note and application, statement of bonds authorized for advancement and of cash drafts advanced to lien holders to clear mortgages in default, statement of additional cash disbursements by Corporation to cover overdue taxes and assessments, amounts of abstract, appraisal, attorney, recording and incidental fees, cost of reconditioning, amount paid by borrower in settlement of cash disbursements and grand total of cash and bonds advanced for mortgagor; also rate of interest on mortgage note, regular installment payment date, number of insurance policies in force on property, date of final appraisal, method of amortization and amount of each payment required, dated acknowledgment of owners of property that expenditures of Corporation were actually made and approved by them. (Daily, official.) 9 x 15 folders, 74 ft., in 37 drawers of steel filing cases. R. 236. (6049)

9. LOAN REGISTER BOOK, Nov. 1, 1933 to date. Book of dated entries shows name of state and number of office where loan was made, dates of mortgage notes, serial number of loan account, name of borrower, total amount of loan, location of mortgaged property, and date on which report of loan disbursement was sent to Regional Office. (Daily, official.) 12 x $18\frac{1}{2}$ vols. (3), 3 ft. in 2 drawers of steel filing case. R. off 201. (6077)

10. SERVICE HISTORY, Nov. 1, 1933 to date. HOLC Forms 525 and 526. HOLC Form 525. Service History shows refinancing and reconditioning numbers, names and addresses of original borrower, new owner, and co-signer, description and address of property, amount of appraisal fee, date, total amount borrowed, and amount of monthly payments of Corporation loan, history of previous loans, personal data and employment record of borrower, name, age and relationship of others in family who are employed and amount of their contribution, and records of monthly income and expenses of borrower. HOLC Form 526. Request for personal service shows dates of assignment and interview, names of field man and borrower, schedule of borrower's payments, special instructions to field man, recommendations relative to borrower's account proposed by District Service Supervisor, reasons for approval or disapproval of request, and remarks by the Analysis and Review Section. (Daily, official.) 5 x 8 folders, 30 ft. 8 in., in drawers of steel filing cases. R. 236. (6052)

11. APPLICATIONS FOR POSITIONS, Nov. 16, 1933 to date. HOLC Form 69. Application shows name and address, photograph, records of education and of previous employment, personal and miscellaneous data of applicant, name and location of position desired, list of references, applicant's declaration of eligibility for appointment and statements as to whether he has any affiliation with holders of loans from the Corporation, and of personal qualifications, and signature of applicant. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 201. (6084)

12. DUPLICATE AUTHORIZATIONS, Dec. 1, 1933 to date. Dated, duplicate authorizations for issuance of bonds to cover mortgages in default show loan serial and document receipt numbers, names and addresses of owner and holder of liens on property involved, and amount of bonds authorized. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 201. (6083)

13. INDEX OF PROPERTIES SOLD, Dec. 9, 1933 to date. Index of property on which Home Owners' Loan Corporation held loans and which was later sold; shows property location, name and address of owner, date of mortgage loan, findings of appraisal, and amount of realtor's fees for disposing of property. (Daily, official.) 3 x 5 cards, 9 ft. 4 in., in drawers of steel card cabinet. R. 204. (6057)

14. INDEX OF PROPERTIES, Dec. 9, 1933 to date. Index of appraised property on which loans were granted; shows name and address of borrower, date of appraisal, name of appraising inspector, and amounts of mortgage loan granted and of appraisal fee. (Daily, official.) 3 x 5 cards, 2 ft., in drawers of wooden card cabinet. R. 204. (6058)

15. REQUISITIONS FOR SUPPLIES, Dec. 9, 1933 to date. HOLC Form 24. Dated requisition shows name and location of office to which supplies are to be shipped, date required, description of articles, quantities on hand and required, unit of measure, unit price and value of articles listed, appropriation chargeable, and approval by proper officials. Issued in quadruplicate, original and two copies sent to Washington. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 201. (6090)

16. MANAGER'S RECEIPTS FOR DOCUMENTS AND RECORD OF CLOSED LOANS, Dec.

9, 1933 to date. Record shows name and address of holder of previous lien, date of receipt of all lien documents from holder, name and address of person receiving loan, location of property, loan number, amount of loan with date granted, date of mortgage note and signature of owner. (Daily, official.) 10 x 12 envelopes and 9 x 12 folders, 50 ft., in drawers of steel filing cases. R. 201. (6038, 6091)

17. MONTHLY PERSONNEL REPORTS, Dec. 9, 1933 to date. Dated monthly report shows names and grades of persons employed in this department during month, rate of pay, kind of work in which engaged, and extent of field territory covered by them. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 204. (6053)

18. REJECTED CASES OF PROPERTY, Dec. 9, 1933 to date. Dated record shows name and address of applicant, location of property, amount of loan requested, appraisal report, summary of necessary repairs, amount of appraisal fee, reason for rejection and signatures of proper officials. (Daily, official.) 9 x 12 and 9 x 15 folders, 50 ft., in drawers of steel filing cases. Rs. 201 and 204. (6092, 6060)

19. ASSIGNMENT RECORDS AND FEE APPRAISALS, Dec. 9, 1933 to date. Record shows name of District Office, names and addresses of inspector and of owner of property, address of property to be appraised, amount of inspector's fees, and signatures of District Supervisor and inspector. (Daily, official.) 9 x 12 loose-leaf books (4), 8 in., in drawer of steel filing case. R. 204. (6055)

20. APPRAISER'S ROUTE CARD FOR INSPECTION OF PROPERTY, Dec. 9, 1933 to date. Card shows date of appraisal, condition and location of property inspected, name and address of property owner, amounts of mortgage loans requested and received, summary report of Branch Office Appraiser and Branch Manager's review comments. (Daily, official.) 9 x 15 folders, 4 ft., in drawers of steel filing case. R. 204. (6061)

21. CHARACTER CREDIT REPORTS ON INDIVIDUALS APPLYING FOR LOANS, Dec. 9, 1933 to date. Report shows loan account number, applicant's name and address, character and business references, personal financial data, amount of steady income earned, names and addresses of present and previous employers, number of members in family and signature of interviewer with date of interview. (Daily, official.) 9 x 11 envelopes, 1 ft., in drawer of steel filing case. R. 204. (6054)

22. REPORTS ON TAX RATES, Dec. 9, 1933 to date. Dated report shows amounts of variation in taxable valuation of mortgaged properties, name and address of owner, and amounts of taxes paid in previous years. (Daily, official.) 9 x 12 folders, 8 ft., in drawer of steel filing case. R. 201. (6089)

23. BILLS OF LADING, Dec. 9, 1933 to date. Standard Form 1058a. Memorandum copy of bill of lading issued for shipment of articles to this office; shows name of establishment, name and location of office chargeable for transportation, name of issuing official, date of issue, name of transportation company, points of shipment and destination, names and addresses of consignor and consignee, number and kind of packages shipped,

description and weight of articles, date of shipment and signature of transportation company's agent. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 201. (6093)

24. WITHDRAWAL OF APPLICATIONS FOR LOANS, Dec. 9, 1933 to date. Record shows name and address of applicant, location and condition of property, date of appraisal, amount of fees paid for appraisal and title examination, reasons for rejection and withdrawal of loan application, and signatures of applicant and proper officials. (Daily, official.) 9 x 15 folders, 8 ft., in 4 drawers of steel filing case. R. 204. (6059)

25. REQUESTS FOR PARTIAL RELEASE OF PROPERTY, Dec. 9, 1933 to date. Record of requests for release of portion of mortgaged property; shows loan number, name and address of borrower, location of property, reason for request and purpose for which released property is to be used. (Daily, official.) 9 x 15 folders, 4 ft., in drawers of steel filing case. R. 204. (6056)

26. MANAGER'S TEMPORARY RECORD OF CLOSED LOANS, Dec. 15, 1933 to date. HOLC Form 46. Dated record shows name and address of property owner, location of mortgaged property, serial number and amount of loan, and date of loan closure. (Daily, official.) 9 x 12 envelopes, 10 ft., in 5 drawers of steel filing case. R. off 201. (6048)

27. FIRE LOSS TO PROPERTIES, Dec. 15, 1933 to date. HOLC Form 115-A. Report shows name and address of borrower, address of property affected, date fire loss was reported to insurance department, serial number and amount of loan, policy number and amount of insurance, name of insurance company involved, sworn statement of borrower that damage was repaired showing name of contractor, nature of repairs, amounts paid and due, amount of total bill, and inspector's report and signature. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of steel filing case. R. off 201. (6047)

28. CASHIER'S RECEIPT BOOK, Mar. 1, 1934 to date. HOLC Form 41-C-7. Book shows serial number of receipt, loan number, name and address of borrower, amount of installment paid by borrower on loan or loan expense account, and signature of receiving clerk. (Daily, official.) $3\frac{1}{2}$ x $9\frac{1}{2}$ and 8 x 14 vols. (232), 6 ft., in 3 drawers of steel filing case. R. 236. (6071)

29. DAILY COLLECTION REPORT, Mar. 1, 1934 to date. HOLC Form 19-A. Duplicate of daily dated report sent to Regional Office shows serial number of cashier's receipt book in which collections are originally entered, address of collecting office, loan numbers to which collections are applicable, and total amount collected. (Daily, official.) 9 x 15 and 9 x 12 envelopes, 2 ft., in drawer of steel filing case. R. 236. (6074)

30. REGISTER OF CHECKS ISSUED FOR REPAIRS, May 12, 1934 to date. Book of dated entries shows date, serial number and amount of check issued in payment for property repairs, loan number, borrower's name and address, and total amount paid to date for each borrower. (Daily, official.) $10\frac{1}{2}$ x 16 vols. (2), 1 ft. 6 in., on safe. R. 236. (6072)

31. REJECTED PROPERTY CARDS, July 1, 1934 to date. Record shows location of rejected property, name and address of owner, dates of application, appraisal and rejection, appraisal report and summary of necessary repairs, and reason for rejection. (Daily, official.) 9 x 15 folders, 12 ft., in 6 drawers of steel filing case. R. 203. (6062)

32. COMPLETED PROPERTY CASES, July 1, 1934 to date. Dated record shows name and address of property owner, loan number, location of property, amount of reconditioning loan, description of work done and date of its completion by contractor. (Daily, official.) 9 x 15 folders, 10 ft., in 5 drawers of steel filing case. R. 203. (6063)

33. RECORDS OF ABANDONED PROPERTY, July 1, 1934 to date. Dated record shows name and address of owner of abandoned property, location of property and probable or actual date and reason for abandonment. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of steel card cabinet. R. 203. (6064)

34. MISCELLANEOUS FILE, July 1, 1934 to date. File contains reports of inspections and appraisals, paid up loans, loss of property by fire, property held for taxes, painted, abandoned or subject to foreclosure, etc. (Daily, official.) 9 x 12 and 9 x 15 folders, 18 ft., in 9 drawers of steel filing case. Rs. 203 and 201. (6067, 6066, 6086)

35. APPLICATIONS FOR EXTENSION, Sept. 6, 1934 to date. Dated application for additional time in which to meet installment payments on loan; shows name and address of borrower, serial number and amount of loan, regular amounts of monthly payments and time requested to meet same. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 201 (6085)

36. REJECTED AND WITHDRAWN APPLICATION REGISTER, Sept. 14, 1934 to date. HOLC Form 97. Register to record rejected loan applications; shows application and loan serial numbers, amount of loan desired, name and address of applicant, amount of fee claims approved and paid, amounts of advance fees collected from applicants, deposited by Corporation in its reimbursement account, credited to its loan account, amount refunded to applicant and reason for application rejection. (Daily, official.) 14½ x 18 loose-leaf book, 1 ft. 6 in., on safe. R. 236. (6069)

37. RECONDITIONING LEDGER WITH INDEX, Sept. 14, 1934 to date. HOLC Form R-24. Record of deposit of funds in escrow and payments therefrom for repairs to property on which a reconditioning loan exists; shows loan serial number, name of borrower, date contract for repair work was awarded, name of inspector and date of final inspection of work, approval of payment, and completion of contract, amount deposited in escrow, record of actual payments to contractors from escrow account, balances due and in escrow account and amount of refund for credit to borrower's account if cost of work is less than estimate. Index shows name and address of borrower, location of property damaged, amount of losses, description of necessary repairs, serial number of mortgage loan, and name of contractor. 3 x 5 card index. (Daily, official.) 15 x 17½ and 15 x 18 loose-leaf books, 17 ft. 7 in., on safe and typist's desk. Rs. 236, 203 and off 201. (6070, 6076, 6065, 6073)

38. EMPLOYEES' WEEKLY REPORTS, Nov. 1, 1934 to date. HOLC Form 510. Dated weekly report prepared by field interviewer of calls made to delinquent borrowers; shows names of State, District or State Office, name of employee reporting, total number of field reports submitted during week, number and type of contacts made or attempted with borrowers, dates of such contacts, loan numbers and addresses of borrowers interviewed, number of hours worked and mileage claimed, amounts of money collected from borrowers, future payment programs decided upon, enumeration of previous field reports submitted, and signature of employee. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 236. (6050)

39. RECORDS OF FORECLOSURES WITH INDEX, May 5, 1935 to date. Dated records show name and address of borrower, location of property on which mortgage was foreclosed, loan and foreclosure numbers, amounts of principal balance and of payments in default, and date of foreclosure. Index shows name and address of borrower, loan and foreclosure numbers, location of property, and dates of foreclosure action. (Daily, official.) 3 x 5 card index and 9 x 12 folders, 12 ft., in drawers of steel filing case and in card cabinet. Rs. off 201 and 201. (6095, 6094)

40. STAGES OF FORECLOSURES, May 5, 1935 to date. Dated record of mortgage loan, foreclosure of which is temporarily suspended; shows loan number, name and address of borrower, location of property, amount of payments in arrears, summary of action taken by Corporation to redeem property in tax default, and statement from Corporation's legal department concerning case. (Daily, official.) 10 x 15 folders, 8 ft., in 4 drawers of steel filing case. R. 201. (6087)

41. CORRESPONDENCE AND MEMORANDA OF STATE COUNCIL, May 5, 1935 to date. Correspondence between attorneys, borrowers and other individuals pertaining to appraisal of property in default, amounts authorized in settlement of original mortgages, and to the clearing of attachments on property before issuing loans. Memoranda of State Council is filed herewith. (Daily, official.) 10 x 15 folders, 8 ft., in drawers of steel filing case. R. 201. (6097)

42. PERSONNEL FILE, May 5, 1935 to date. Dated record of State Office personnel; shows name, address, title or grade, rate of pay, character of work performed, degree of application to work, personal description and characteristics of each member of personnel, and Personnel Director's comments. (Daily, official.) 9 x 12 folders, 8 ft., in drawers of steel filing case. R. off 201. (6096)

