

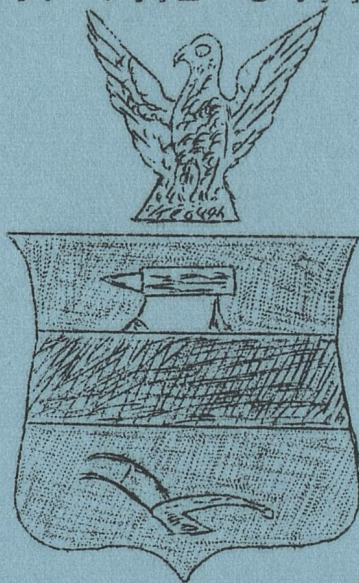
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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

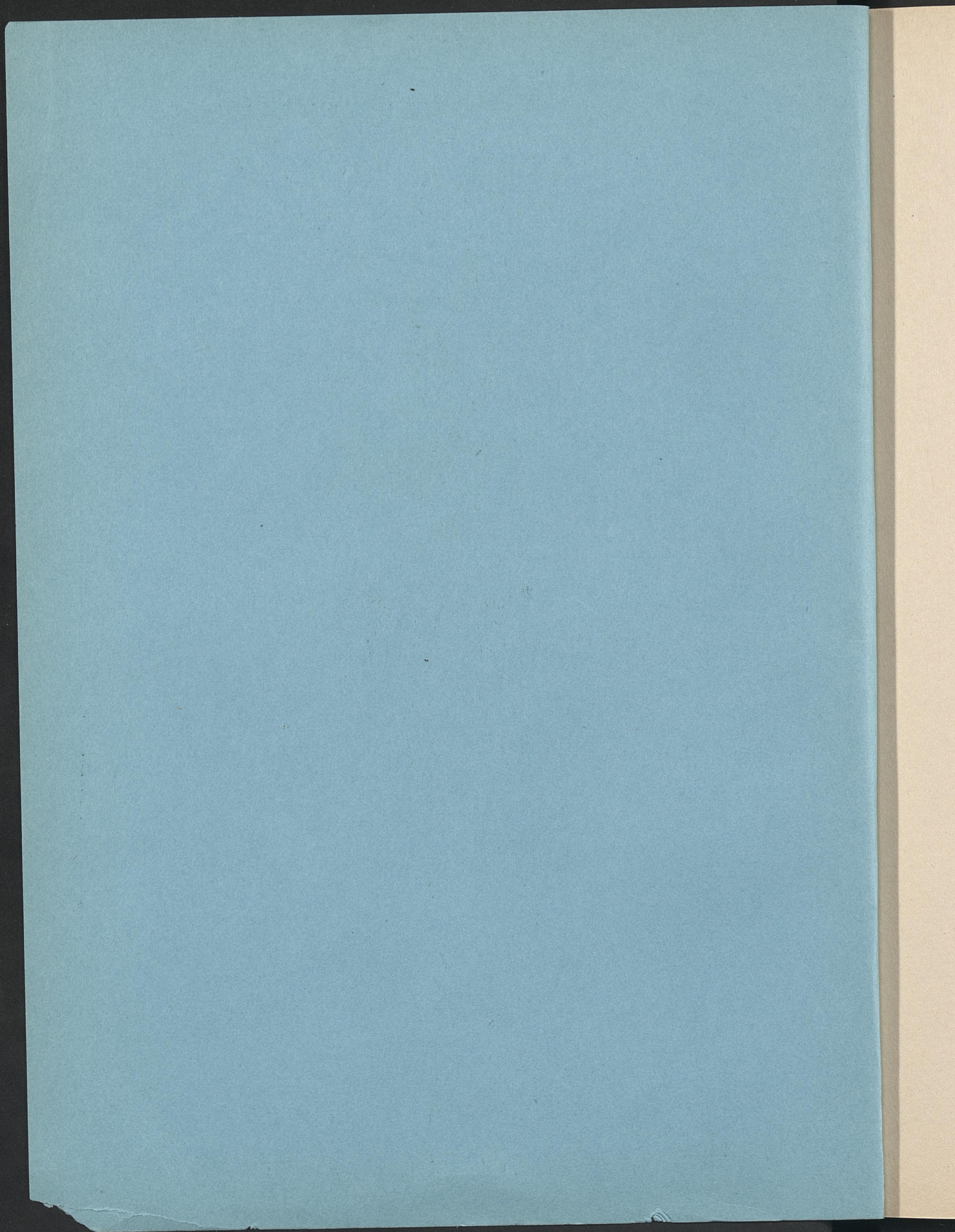


SERIES XI
THE DEPARTMENT OF LABOR
NO. 27. NEVADA

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY
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THE
SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

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

The National Archives
Cooperating Sponsor

SERIES XI. THE DEPARTMENT OF LABOR

NO. 27. NEVADA

Reno, Nevada
The Historical Records Survey Project
1941

The Historical Records Survey Projects

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937. The project closed in Nevada on the latter date and was reopened as a State project in September 1937. In August 1939 it became a unit of the Historical Records Survey of the Works Progress Administration and its successor the Work Projects Administration.

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

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of the 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 Nevada the work of the Survey was under the direction of Dr. Charles L. Stewart, regional director of Nevada and California, with Mr. Francis H. Leavitt as state supervisor from its inception in April 1936 until the termination of the Federal project on June 30, 1937. When the project was reopened in September 1937 it was supervised by Dr. Stewart, then Assistant Professor of History at the University of Nevada, who acted as voluntary consultant. Upon Dr. Stewart's resignation in September 1938, the voluntary supervision of the project was assumed by Professor Jeanne E. Wier, Head of the Department of History at the University of Nevada. This Inventory of the records of the Department of Labor in Nevada was prepared in 1938 under the supervision of Dr. Stewart, with Miss Arlie Rouanzoin as editor, and was edited before final typing by Mrs. Harriet S. Woods of the Washington office.

Reno, Nevada
May 20, 1941

Ray D. Harris, State Supervisor
Historical Records Survey Project

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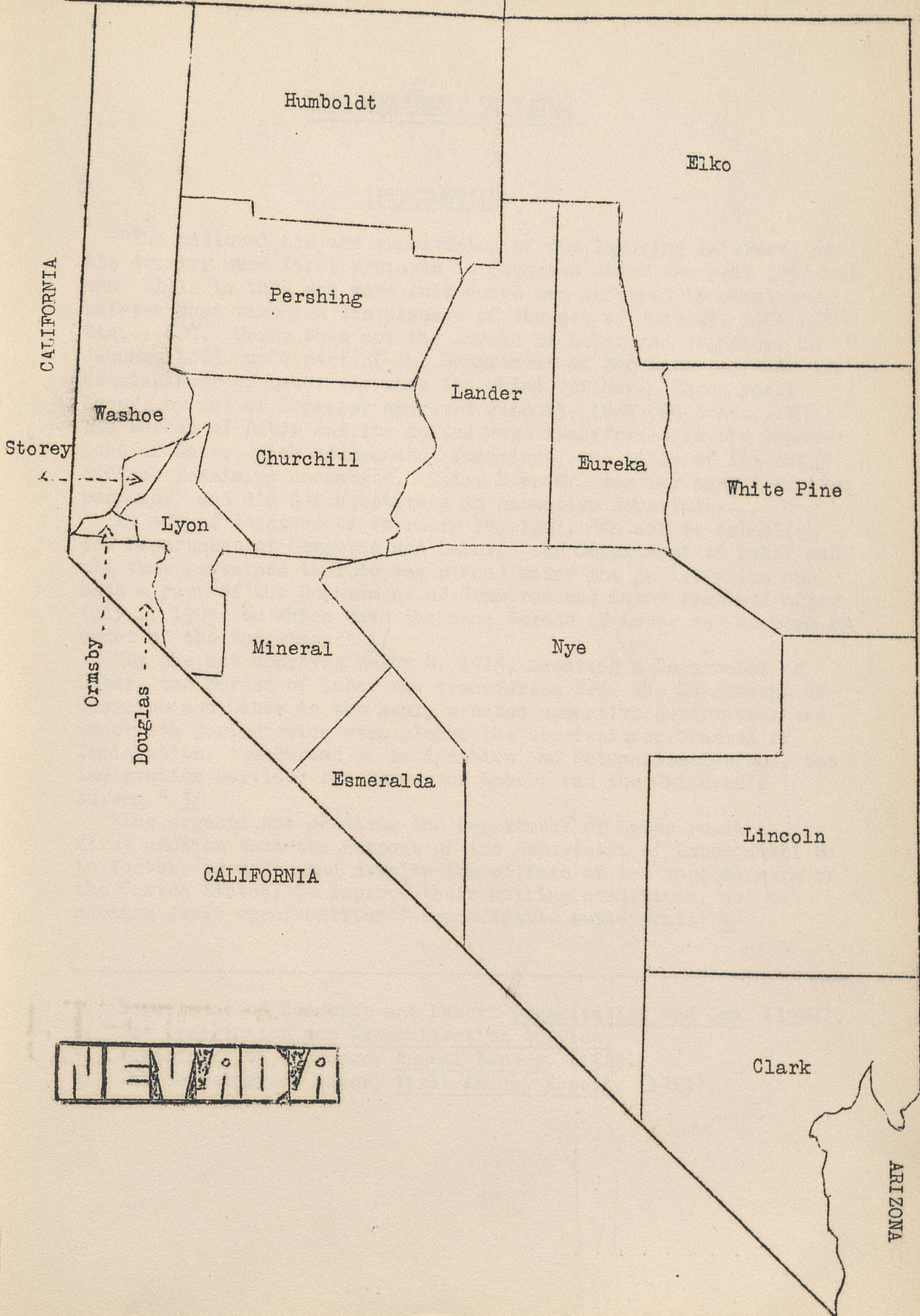
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OREGON

IDAHO

CALIFORNIA

UTAH



NEVADA

THE DEPARTMENT OF LABOR

INTRODUCTION

"The national aid and supervision of the laboring interests of the country were first proposed in Congress about the year 1867 and many bills to this end were introduced and referred to committee between that time and the passage of the act of June 27, 1884 (23 Stat., 60). Under this act the Bureau of Labor was organized in January 1885, as a part of the Department of the Interior, and the Commissioner of Labor was made its chief officer. Three years later, by act of Congress approved June 13, 1888 (25 Stat., 182), the Bureau of Labor and its duties were transferred to the Department of Labor, with independent functions, the title of its chief officer remaining unchanged. This, however, was for administrative purposes, and did not constitute an executive department.

By act of Congress of February 14, 1903, "An act to establish the Department of Commerce and Labor," the Department of Labor and all that pertained thereto was placed under the jurisdiction and made a part of the Department of Commerce and Labor from and after July 1, 1903, on which date the name Bureau of Labor was adopted by order of the Secretary." 1/

"By the act approved March 4, 1913, creating a Department of Labor, the Bureau of Labor was transferred from the Department of Commerce and Labor to the newly created executive department, and under its jurisdiction were placed the Commissioner General of Immigration, the Bureau of Immigration and Naturalization, 2/, the Immigration Service, the Bureau of Labor, and the Children's Bureau." 3/

"The organic act creating the Department of Labor reads in its first section that the purpose of the Department of Labor shall be to foster, promote, and develop the welfare of the wage earners of the United States, to improve their working conditions, and to advance their opportunities for profitable employment." 4/

-
- 1/ Department of Commerce and Labor, Organization and Law, (1904).
2/ See Immigration and Naturalization Service.
3/ Department of Commerce, Annual Report, (1913).
4/ The Secretary of Labor, First Annual Report, (1913).

THE IMMIGRATION AND NATURALIZATION SERVICE

THE IMMIGRATION AND NATURALIZATION SERVICE

INTRODUCTION

By section 8 of Article I of the Constitution of the United States, power is conferred upon Congress "To establish an uniform rule for naturalization."

On January 29, 1795 a law with the title "An act to establish an uniform rule of naturalization and to repeal the act heretofore passed upon that subject" was passed This law was repealed in 1798, but its general features were reenacted in the law of April 14, 1802, and is, with a few amendments, the law as it stands at the present time.

"Prior to the act of March 3, 1891 (26 Stats., 1084), the various laws relating to aliens, including those in regard to the importation of contract laborers, were administered by State officials designated by the governors of the respective States, under the direction and control of the Secretary of the Treasury, and the expense incurred in such administration was defrayed from the permanent appropriation provided for by the Act approved August 3, 1882 (47 Cong., Sess. I, 376), and known as the 'Immigrant Fund.' Section 7 of the act of March 3, 1891 established the office of Superintendent of Immigration, placing this office under the direction of the Secretary of the Treasury. The same act provides that the duties theretofore discharged by State commissions, boards, or officers, should be performed and exercised . . . by the inspection officers of the United States. Thus for the first time the administration of the immigration laws came into the hands of Federal officials exclusively The act of February 14, 1903, establishing the Department of Commerce and Labor, transferred the Bureau of Immigration and its official force . . . to the Department of Commerce and Labor, and authority . . . in relation to the immigration of aliens from the Secretary of the Treasury to the Secretary of Commerce and Labor from and after July 1, 1903." 1/

"Prior to the act of June 29, 1906 (Public, No. 388) there was no concentrated supervision of naturalization proceedings nor any centralized record of naturalization The Bureau of Naturalization originated in an extension of the authority of the former Bureau of Immigration, which by the act of June 29, 1906 was named the 'Bureau of Immigration and Naturalization,' and given charge . . . of all matters concerning the naturalization of aliens. Section 3 of this act conferred exclusive jurisdiction to naturalize aliens upon the following specific courts: The United States Circuit courts and district courts or Territorial courts, and State courts having a seal, a clerk, and jurisdiction in action at law or equity, or law and equity in which the amount of controversy is unlimited." 2/

1/ Department of Commerce and Labor, Organization and Law, (1904) 381.

2/ Secretary of Labor, 2nd Annual Report, (1917) 77.

"State courts with respect to their exercise of jurisdiction under the act of June 29, 1906 are Federal courts, since they equally operate under authority of a Federal statute and confer a right authorized solely in the Constitution of the United States." 1/

"Under the Act of Congress of March 4, 1913, establishing the Department of Labor, the branch of the Government Service charged with the duty of enforcing the naturalization laws, which was formerly a division of the Bureau of Immigration, was made a separate bureau, the title of the chief thereto having been changed to Commissioner of Naturalization." 2/

"By executive order of June 10, 1933 the former Bureau of Immigration and the former Bureau of Naturalization were consolidated to form the present Immigration and Naturalization Service, the merger becoming effective on August 10, 1933." 3/

"Under the provisions of the President's Reorganization plan no. 5, made effective June 14, 1940, by Public Resolution 75, 76th Congress, the Immigration and Naturalization Service of the Department of Labor, (including the office of the Commissioner of Immigration and Naturalization) and its functions were transferred to the Department of Justice to be administered under the direction and supervision of the Attorney General." 4/ The Immigration and Naturalization Service is listed here, however, as it existed at the time the plan for the Survey of Federal Archives in the States was made.

RENO

FIELD SERVICE BRANCH, DISTRICT 19, SUBSTATION
ACTING INSPECTOR IN CHARGE
Post Office (Federal) Bldg., 50 S. Virginia St.

This unit of the immigration and naturalization service was established in Reno on August 1, 1935, as a subdivision of the Department of Labor, but since June 14, 1940 has been under the jurisdiction of the Department of Justice. See Introduction. Prior to August 1935 naturalization hearings were held in Reno by officers who came from the district office headquarters in San Francisco for that purpose. Several hearings are held in Reno throughout the year, in addition to which the acting inspector in charge holds hearings in other towns throughout the state. Other naturalization records beside those listed here may be found in the office of the clerk of the United States District Court in Carson City, as well as in the various county clerks' offices in the State. No records of this office have been lost or destroyed. Those listed below were surveyed in 1936 and 1938. Reports and files of closed cases are sent to San Francisco.

-
- 1/. Secretary of Labor, 1st Annual Report (1914), 364.
 - 2/. Secretary of Labor, 1st Annual Report (1913), 108.
 - 3/. United States Public Documents, Monthly Catalog (March 1940).
 - 4/. United States Public Documents, Monthly Catalog (August 1940).

1. INDEX TO IMMIGRATION AND NATURALIZATION FILES, Aug. 1935 to date. Containing history, number, and definition of files in office cabinet; cross index, filed alphabetically and chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in 2 drawers of steel card cabinet. R. 220. (177)

2. IMMIGRATION FILES, Aug. 1935 to date. Form 631, application for re-entry permit, in 4 pages, giving all data on alien making the application for re-entry permit, also instructions for executing application, offices to which permits are mailed, extensions, penalty for false statements, and a note on the effect of absence from the United States upon naturalization eligibility; Form 659, application for registry of alien, 4 pages, giving complete facts as to date of the entry upon which applicant bases application and complete facts as to the date of application, also additional departures and re-entries are set forth on separate sheet in duplicate, signed by the applicant, attached to this form and made a part thereof, and a list of offices where application for registry may be filed; Form 633, a petition for issuance of immigration visa, to be used only by U. S. citizens, 4 pages, giving all data upon which issuance of immigration visa must be made, also information and instructions; Form 432, return certificate lawfully domiciled Chinese laborer, made in triplicate copy, giving city, date, port of entry, and all necessary data on Chinese laborer who intends to leave the United States temporarily, with instructions in Chinese on back of form; Form 565, application for warrant of arrest, a statement signed by a person recommending that the Secretary of Labor issue a warrant for the arrest of alien(s) upon a list of facts written on the form. File also contains miscellaneous correspondence, contract labor investigations, certificates of identity, and deportation warrants. File is divided as to active and closed cases. Cross indexed, filed alphabetically and numerically. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 220. (176)

3. NATURALIZATION FILE, Aug. 1935 to date. Form A-2213, application for a certificate of arrival, and preliminary form for a declaration of intention, 4 pages, giving records examined, record found, date, name, date and place of birth, place now residing, and all data as to past history of applicant and instructions to the applicant; Form A-2214-San Francisco, application for certificate of arrival, and preliminary form for petition of citizenship, 4 pages, for use in searching records on arrival, records examined, record found, and additional facts to aid in locating record on applicant's arrival, filled in by applicant, also statement of facts to be used in filing petitions for citizenship filled in by applicant, and instructions to the applicant; Form 2604, affidavit of applicant, and examiner's report, a notarized application for a new certificate to United States citizenship; and notarized report of the examiner to the effect that application should, or should not, be granted; Form 2600, application for a new naturalization paper in lieu of one lost, mutilated, or destroyed, giving history of applicant, reason for application,

notary's statements of facts, examiner's report, and instructions to the applicant. File also contains pending applications, investigations, miscellaneous correspondence, and photographs of applicants. Closed naturalization files are forwarded to district headquarters in San Francisco. Cross indexed, filed alphabetically and chronologically. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case.. R. 220. (175)



THE UNITED STATES EMPLOYMENT SERVICE

THE UNITED STATES EMPLOYMENT SERVICE

INTRODUCTION

"The United States Employment Service had its inception in the creation, in February 1907, of the Division of Information in the Bureau of Immigration and Naturalization, a unit of the then Department of Commerce and Labor the function of the Division of Information being to (1) direct the flow of immigrant labor to job openings, and (2) the collection of information that would be of value in this distribution process Little actual placement or distribution was done by the Division. Legislative authority to include among its duties advancement of opportunity of workers "for profitable employment" was contained in the first section of the organic act establishing the Department of Labor. A nation-wide placement agency for citizens resulted. The country was divided into eighteen administrative zones, each zone in charge of a supervisor delegated from the personnel of the immigration offices within the zone. The entire distribution service was thus coordinated with the immigration field service. Thus, during the years from 1914 to 1916 the character of the Employment Service changed from that of directing aliens to inland jobs to that of a placement agency for the unemployed." 1/

"In the urgent deficiency act approved October 6, 1917, Congress recognized the necessity for an Employment Service and appropriated funds for its maintenance. These funds were supplemented by an allotment from the President's appropriation for national security and defense. Departmental orders of October 13 and December 15, 1917, contained instructions for the creation of a distinct Employment Service separate from the jurisdiction of the Bureau of Immigration." 2/

"As reorganized in January 1918 the Employment Service was made a separate bureau of the Department of Labor, and the Division of Information was made a part of the enlarged Employment Service. Within a year after the peak of maximum activity in 1918, the entire chain of Federal employment offices was abandoned or turned over to the States and municipalities for continuation. From 1919 to 1931 the United States Employment Service continued to function only as a clearing house for information, standards, and statistics, and to a limited extent, for interstate clearance on placements." 3/

"The Wagner-Peyser Act, effective June 6, 1933, abolished the then existing United States Employment Service and created a new service

1/ Social Security Board, Social Security in America, (1937), 424-431.

2/ Document Catalog 14 - 65th Congress, 766.

3/ Social Security Board, op. cit.

as a separate bureau in the Department of Labor. Its major function was to promote and develop a national system of employment offices by assisting in establishing and maintaining them in the States. The function of the Federal office under this arrangement is to develop and maintain minimum standards of operation, promote uniformity in procedure and record keeping, maintain interstate clearance of labor, and thus integrate the local and state services into a Nation-wide employment system." 1/

"Under provisions of the President's Reorganization plan no. 1, made effective July 1, 1939, by Public Resolution 20, 76th Congress, the United States Employment Service in the Department of Labor was abolished and the functions and personnel transferred to the Federal Security Agency to be consolidated with the unemployment compensation functions of the Social Security Board to be administered in the Social Security Board under the direction and supervision of the Federal Security Administrator." 2/

By this consolidation the two units, the United States Employment Service and the Bureau of Unemployment Compensation, became the Bureau of Employment Security. 3/ The Employment Service is listed here, however, as it existed at the time the plan for the Survey of Federal Archives in the States was made.

CARSON CITY

NATIONAL REEMPLOYMENT SERVICE STATE DIRECTOR Capitol Annex Bldg.

The office of the National Reemployment Service, affiliated with the Nevada State Employment Service, was established July 1, 1933 with quarters in the Industrial Building. It has since undergone the administrative changes noted in the Introduction, but is entered here as it existed when this survey of the records was made in 1936. In March 1938 it was moved to the Capitol Annex, Room 206.

4. CORRESPONDENCE, 1933 to date. Miscellaneous correspondence relative to wage claims, bills of sale, Women's Bureau, Department of Labor, state budget for the year, child labor, employment agency bonds, and national reemployment service. Filed alphabetically and by subject. (Frequently, reference.) 10 x 12 folders, 1 ft., in 2 drawers of wooden filing case. R. 6. (275)

5. GENERAL FILE, 1933 to date. Financial reports of Nevada employment service, labor statistics, letters from contractors concerning employment, plans of operation, reports of progress, letters of authority to transfer registration cards, travel vouchers, telegrams, miscellaneous correspondence. Filed alphabetically. (Frequently, reference.) 10 x 12 folders, 6 ft. 6 in., in 4 drawers of steel filing case. R. 7. (270)

1/ Social Security Board, op. cit.
2/ U.S. Public Documents, Monthly Catalog, (Dec. 1939)
3/ U.S. Public Documents, Monthly Catalog, (Nov. 1939)

6. LABOR COMMISSION CLAIMS, 1933 to date. Record of persons filing claims with the State Labor Commissioner, showing names of parties concerned, amount of claim, dates, and other pertinent data. Filed alphabetically. (Frequently, official.) 10 x 15 folders, 1 ft. 1 in., in drawer of cardboard filing case. R. 7. (273)
7. MISCELLANEOUS REPORTS, 1933 to date. Reports on pay rolls, time, relief placement, perpetual inventory, and miscellaneous, with related correspondence. Filed alphabetically and by subject. (Rarely, official.) Various sized loose records and folders, in 1 wooden and 1 cardboard drawer of filing cases. R. 6. (274)
8. PERSONNEL RECORDS, July 1, 1934 to date. Complete record of each employee of this office, showing name, date entered employment, salary, leave of absence, and other data. Filed alphabetically. (Frequently, official.) 8 x 11 cards, 2 in., in steel box on desk. R. 7. (272)
9. CONTRACT PAY ROLLS, 1935 to date. Certified transcript of pay rolls, contractor's name, job number, names of employees, type of employment, hours worked, and amount earned. (Frequently, official.) 9 x 12 sheets, 2 ft. 1 in., in cardboard drawer. R. 7. (271)
10. STATISTICAL REPORTS, 1936 to date. Daily report of applications, openings, and placements, also summary of daily activities. Filed by name of state office sending in report. (Daily, official.) 9 x 15 folders, 2 ft. 4 in., in 2 drawers of wooden filing case. R. 7. (276)

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 1, DISTRICT MANAGER
Ormsby County Courthouse

This office, affiliated with the Nevada State Employment Service, was established Nov. 2, 1933. On Nov. 1, 1937 the office of Nevada District 1 was discontinued and its functions transferred to District 8, Reno. The records listed here are the result of a survey made in 1936 while the office was still located in Carson City.

11. ACTIVE AND INACTIVE BLUE CARD FILE, 1933 to date. Copies of registration cards, giving age, dates, qualifications as to work, physical condition, weight, height, and other details. Filed alphabetically by occupation, under counties. (Frequently, official.) 8 1/4 x 11 cards, 6 in., in wooden card cabinet. SW. corner room, 2d floor. (267)
12. ACTIVE REGISTRATION FILE, 1933 to date. Form NRS No. 1, active registration cards, giving age, dates, qualifications as to work, physical condition, residence, and other data. Filed alphabetically. (Frequently, official.) 8 x 12 cards, 6 in., in card cabinet. SW. corner room, 2d floor. (269)

13. CLASSIFIED ACTIVE REGISTRATION FILE, 1933 to date. Form NR No. 1, listing specialized occupations, such as truck drivers, blade men, carpenters, painters, mechanics, laborers, etc. Filed alphabetically. (Daily, official.) 8 x 13 cards, 6 in., in wooden card cabinet. SW. corner room, 2d floor. (259)
14. GENERAL CORRESPONDENCE, 1933 to date. With various contractors in regard to number of men, rate of pay, qualifications, and other items dealing with projects. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. SW. corner room, 2d floor. (263)
15. IDENTIFICATION LEDGER, 1933 to date. Contains identification numbers of all registrants for work. (Daily, reference.) 6 x 13 loose-leaf book, 1 in., on desk. SW. corner room, 2d floor. (265)
16. INACTIVE REGISTRATION FILE, 1933 to date. List of applicants for work, removed from active file because of employment, death, or absence from state. Filed alphabetically. (Rarely, official.) 8 x 13 cards, 1 ft., in wooden card cabinet. SW. corner room, 2d floor. (268)
17. CHANGE IN WORK STATUS, Nov. 1933 to date. Form 403, reassignment slips issued to individuals who have returned to work after absence from various causes. Filed alphabetically. (Frequently, official.) 6 x 11 cards, in pasteboard box. SW. corner room, 2d floor. (260)
18. GENERAL FILE, Nov. 1933 to date. Containing requisitions from contractors to this labor office, asking for workmen, relief cases open and closed, recommendations, pay rolls, carbon copies of correspondence, references, and publicity. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 10 in., in drawer of steel filing case. SW. corner room, 2d floor. (261)
19. PAYROLLS, Nov. 1933 to date. Copies of payrolls of contractors on various projects completed and under construction, showing hours worked, rate of pay, total weekly pay roll. Filed alphabetically by name of firm or contractor. (Occasionally, official.) 9 x 12 sheets, folded, 9 in., in drawer of steel filing case. SW. corner room, 2d floor. (262)
20. WORK ASSIGNMENT FILE, Nov. 1933 to date. Form 325, assigning individuals to certain projects that are now, or will be, under construction. Filed alphabetically. (Daily, official.) 6 x 11 cards, 6 in., in pasteboard box. SW. corner room, 2d floor. (266)
21. REPORT FILE, July 1, 1935 to date. Form 302, daily and weekly report of applications and placements at this office. Filed chronologically. (Daily, official.) 9 x 12 envelopes, 6 in., in drawer of steel filing case. SW. corner room, 2d floor. (264)

VETERANS' PLACEMENT SERVICE
VETERANS' PLACEMENT REPRESENTATIVE
Ormsby County Courthouse

This placement office was first established in Las Vegas, Nevada, on November 1, 1933 and was transferred to Carson City in November, 1934, where it was housed in the Nevada Industrial Commission Building until November 1, 1935. It was then moved to the Ormsby County Courthouse. On November 19, 1938 it was moved to Reno and is now located there at 210 Granite St. Cumulative records and current weekly reports are sent to Washington monthly. Useless papers are destroyed on proper authority. The records here were surveyed in 1936 while the office was in the county courthouse, in Carson City.

22. ACTIVE CASE HISTORY FILE, 1933 to date. Containing case history of veterans on active list, showing name, address, occupation, nationality, when and where enlisted and discharged, employment record and other details. Filed alphabetically, by counties. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 8 in., in drawer of steel filing case. 1st floor, W. side. (280)
23. CANCELLED CASE HISTORIES FILE, 1933 to date. Containing cards of veterans whose applications for employment have been cancelled. These cards show case history, same as in active file. Filed alphabetically by counties. (Occasionally, official.) 5 x 8 cards, 1 ft. 2 in., in drawer of steel filing case. 1st floor, W. side. (277)
24. GENERAL FILE, 1933 to date. Annual reports, expense accounts, current weekly reports, civil service bulletins, ex-service men's applications for property exemption, American Legion correspondence, cumulative employment report, and miscellaneous matter. Filed alphabetically, and by subject. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. W. side, 1st floor. (278)
25. INACTIVE CASE HISTORY CARDS, 1933 to date. Cards of veterans who are not on active employment register, giving name, address, occupation, nationality, employment record, and other details. Filed alphabetically by counties. 3 x 5 card index. (Frequently, official.) 5 x 8 cards, 8 in., in drawer of steel filing case. W. side, 1st floor. (279)

ELKONATIONAL REEMPLOYMENT SERVICE
DISTRICT 5, DISTRICT MANAGER
521 Idaho St.

The office of District 5 was established Aug. 17, 1933 in the City Office Bldg., 460 Commercial St. On Dec. 17, 1933 it was moved to the Hesson Bldg., 600 Commercial St., and on Oct. 16, 1934 to the Henderson Bank Bldg., 4th and Railroad Sts. On Nov. 1, 1938 it was moved to its present location, noted above. Administrative changes have been as stated in the Introduction. Reports are sent to Carson City.

26. CROSS INDEX, A - Z, Aug. 17, 1933 to date. Form U.S.E.S. 321, showing name, occupational classifications, secondary classifications, address, telephone, and other data. Index to serials Registration cards for Elko County, and Registration cards for northern Eureka County. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in card cabinet. R. 101. (83)

27. GENERAL FILE, Aug. 17, 1933 to date. Records, correspondence, between this office and main office in Carson City, and with individuals, statistical and administrative bulletins from Washington, copies of weekly, monthly, and quarterly reports sent to Carson City. Filed by subject. (Daily, official.) 10 x 15 folders, 3 ft., in 4 drawers of steel filing case. R. 101. (84)

28. REGISTRATION CARDS, ELKO COUNTY, Aug. 17, 1933 to date. Form U.S.E.S. 310, employment registration card giving name of applicant, address, physical condition, previous employment record, age, marital status, and other details. File is divided into active, inactive, and dead. Filed by occupations. (Active, daily, official.) 5 x 8 cards, 3 ft. 9 in., in 3 drawers of steel card cabinet. R. 101. (85)

29. STATISTICAL BULLETINS FILE, Oct. 24, 1935 to date. Bulletins issued by Carson City office relating to operating procedure and sundry reports. Filed numerically. (Frequently, official.) 11 x 12 1/2 loose-leaf book, on steel card cabinet. R. 101. (86)

30. REGISTRATION CARDS, NORTHERN EUREKA COUNTY, July 1936 to date. Same as No. 28. 5 x 8 cards, 1 in., in drawer of steel card cabinet. R. 101. (87)

31. EMPLOYERS ORDER FILE, Apr. 1937 to date. Form U.S.E.S. 331, showing name of firm, address, industrial classification, occupation of employee, sex, date, and complete record of employment and employer; also Form U.S.E.S. 330 giving such information. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 in., in drawer of steel card cabinet. R. 101. (88)

32. PROPERTY ACCOUNTS FILE, Oct. 11, 1937 to date. Form U.S.E.S. 510, equipment inventory, showing date equipment was received, source, property account number, and description; property accounting bulletins,

and form, invoices of equipment. Filed numerically and chronologically. Various sized sheets and cards in 11 1/2 x 12 loose-leaf book on steel card cabinet. R. 101. (91)

33. APPLICATIONS FOR INTERSTATE BENEFITS, UNEMPLOYMENT COMPENSATION, Jan. 1, 1938 to date. Form IB-1, addenda to Form I.B.1, and Form IB-2, application for unemployment compensation in other states; also correspondence. Individual folders filed alphabetically. (Weekly, official.) 8 1/2 x 11 folders, 3 in., in drawer of steel desk. R. 101. (89)

34. UNEMPLOYMENT COMPENSATION LAWS, NEVADA AND NEIGHBORING STATES, Jan. 1, 1938. Loose-leaf file containing pamphlets giving complete information on laws of each state relating to unemployment compensation. (Frequently, official.) 9 x 11 loose-leaf book, 1 in., in drawer of steel desk. R. 101. (90)

ELY

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 4, DISTRICT MANAGER
409 Murray St.

The office of District 4, was opened Aug. 18, 1933 in the City Hall. On July 1, 1935 it was moved to the Capitol Bldg., Altman and Murray Sts.; and to the above stated location on July 1, 1939. The records listed here were surveyed in 1938. The territory covered by this office includes White Pine County and southern Eureka County. Administrative changes are as noted in the Introduction.

35. ACTIVE REGISTRATION CARDS, 1933 to date. Covers applicants seeking employment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 8 in., in 3 steel and 1 wooden drawer of filing cases. R. 2. (61)

36. EMPLOYERS ORDER BLANKS, 1933 to date. Order blanks for workers wanted by WPA and private concerns, giving employer's name and address, kind of position wanted, hours of work expected, and rate of pay. Filed alphabetically by employer's name. (Frequently, official.) 4 x 6 cards, 1 ft. 4 in., in 2 drawers of steel card cabinet. R. 2. (57)

37. GENERAL FILES, 1933 to date. Correspondence, reports, complaints, expense and travel, project reports, medical examination reports, requisitions for workers, and other material. Filed alphabetically by subject. (Current records, daily; older records, occasionally, official.) 9 1/2 x 12 folders, 7 ft. 6 in., in 3 drawers of metal filing cases. R. 2. (55)

38. WHITE PINE COUNTY ACTIVE REGISTRATIONS, 1933 to date. Record of all persons registered for employment on active list. 3 x 5 card index. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 ft., in 3 drawers of metal card cabinet. R. 2. (49)

39. WHITE PINE COUNTY DEAD REGISTRATIONS, 1933 to date. All registrants classed as inactive for one year are considered as dead until new registration is made. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 3 ft., in 3 cardboard cabinets. R. 2. (51)
40. WHITE PINE COUNTY INACTIVE REGISTRATIONS, 1933 to date. Records of registrants now on inactive list because of employment or absence from community. Filed alphabetically. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 4 ft., in 5 metal card cabinets. R. 2. (50)
41. APPLICANTS' WORK REFERENCE FILE, 1935 to date. Copies of the references required of persons registering at the Nevada State Employment Service office. Filed chronologically. (Frequently, official.) 8 1/2 x 11 loose sheets, 1 in., on file board. R. 2. (53)
42. REPORT FILE, 1935 to date. Reports of placements, new registrations, renewals, cancellations, and summary. Filed chronologically. (Frequently, official.) 8 1/2 x 11 loose sheets on file board (3), 7 in., hanging on office wall. R. 2. (54)
43. REASSIGNMENT SLIPS, 1935 to date. Reassignment slips of persons who have finished previous job, and are in need of work. Most of these slips are out of date and awaiting destruction. Filed by project. (Older records, seldom; current records, frequently, official.) 4 x 6 slips, 6 in., in metal card cabinet. R. 2. (58)
44. APPLICANTS IDENTIFICATION CARDS, DEAD FILE, Aug. 1935 to date. Showing name, address, age, relief number, and date of registration. Filed alphabetically. (Never.) 3 x 5 cards, 8 in., in drawer of metal card cabinet. R. 2. (56)
45. CERTIFICATE OF ELIGIBILITY, DEAD FILE, Aug. 1935 to date. WPA work placement Form 600, Form 601, notice of case change, Form 602, cancellation of work eligibility; also reassignment slips, notice of change in work status, and record of work. Filed alphabetically. (Never.) 5 x 8 slips, 2 ft., in 2 steel card cabinets. R. 2. (48)
46. RETURN CARDS, 1937 to date. Form U.E.E.S. 320, PWA, returned by employers, showing results of placements. Filed alphabetically. (Seldom, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 2. (59)
47. INDUSTRIAL CLASSIFICATIONS, 1937 to date. Forms U.S.E.S. 330 and 332, reports on employers and number of placements. Filed alphabetically. (Weekly, official.) 5 x 8 cards, 2 in., in cardboard filing cabinet. R. 2. (60)
48. CALL-IN CARDS, n. d. Notices sent to persons registered at employment office to call at office and give present work status. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft., in wooden card cabinet. R. 2. (52)

FALLON

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 2, DISTRICT MANAGER
City Hall

(not surveyed)

LAS VEGAS

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 9, DISTRICT MANAGER
115 South Fourth St.

By an Act of the Legislature of the State of Nevada in 1923, the Nevada State Employment Service was created, providing for the establishment of two offices, one at Reno and the other at Las Vegas. In 1933, under the provisions of the Wagner-Peyser Act, this service became affiliated with the U. S. Employment Service. The first building of record occupied as found by this survey was one located at 119 E. Main St., in 1930. The office location was changed several times during 1931. In Oct. 1936 it was moved to the Beckley Bldg., Fremont at 1st St., from where it was moved to the above stated location on Dec. 28, 1938. In Oct. 1933 a few records, consisting of filled-in application blanks, were destroyed by a fire in the building then occupied at 212 Carson St. On July 1, 1939 administrative changes were made as noted in the Introduction. Weekly and monthly reports are sent to the office of the State Director at Carson City.

49. GENERAL CORRESPONDENCE, Jan. 1932 to date. Between this office and Carson City, Reno and other places. Filed alphabetically. (Daily, official.) 9 1/2 x 11 folders, 5 ft. 3 in., in 3 drawers of steel filing case and 1 cardboard filing case. R. 204. (155)

50. APPLICANTS' REFERENCE FILES, Oct. 1933 to date. References from employers relating to character, reputation, industry, positions held and length of service. Filed alphabetically. (Seldom, official.) 8 1/2 x 11 sheets, 2 in., in drawer of steel filing case. R. 204. (150)

51. INDUSTRIAL WAGE CLAIM FILE, INACTIVE, Jan. 1933 to date. State of Nevada Form 100, with attached correspondence in regard to claims for compensation due to injury while employed on State project. Filed alphabetically. (Never.) 9 1/2 x 15 folders, 1 ft., in drawer of steel filing case. R. 204. (158)

52. TRANSIENT CANCELLATION FILE, Nov. 1934 to date. U.S.E.S. Form 310, showing complete employment record of transients placed on jobs in this area, with reason for cancellation of employment. Filed alphabetically. 3 x 5 card index. (Occasionally, official.) 5 x 8 cards, 1 ft. 9 in., in drawer of steel filing case. R. 204. (154)

53. BUREAU OF RECLAMATION REGISTRATION FILE, Jan. 1, 1935 to date. Form 7-805, employment record of registrants at this office placed on jobs at Boulder Dam. Filed alphabetically. (Seldom, official.) 9 1/2 x 11 folders, 1 in., in drawer of steel filing case. R. 204. (153)
54. DAILY STATISTICAL REPORT FILE, Jan. 1, 1935 to date. U.S.E.S. Forms 300, 301, 302, 304, daily statistical report of all business transacted by this office. Filed chronologically. (Seldom, official.) 8 x 10 1/2 form, 9 in., in drawer of steel filing case. R. 204. (157)
55. GENERAL FILES, Jan. 1935 to date. Reports, tabulations, bulletins and vouchers, showing employment statistics. Filed alphabetically by subject. (Daily, official.) 9 1/2 x 11 folders, 3 in., in drawer of steel filing case, also individual forms separated by file guides. R. 204. (156)
56. JOB PAYROLL, Jan. 1935 to date. Government report form, showing name of project, names and number of men on payroll, occupation, hours and days worked, and wages earned for each bimonthly period. Duplicates filed here; originals sent to Carson City. Filed alphabetically by project. (Daily, official.) 9 1/2 x 11 folders and individual forms, 1 ft. 3 in., in drawer of steel filing case. R. 204. (152)
57. LOCAL CANCELLATION FILE, Jan. 1935 to date. U.S.E.S. Form 310, local employees' card record of employment with reason for cancellation. Filed alphabetically. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 14 ft. 9 in., in 5 drawers of steel filing cases. R. 205. (162)
58. LOCAL REFERENCE FILE, CLASSIFIED, Jan. 1935 to date. Records of applicants, classified according to occupation. Filed alphabetically. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 3 drawer of steel filing cases. R. 205. (160)
59. PLACEMENT TRANSIENT RELIEF FILES, Jan. 1935 to date. U.S.E.S. Form 310, complete history of applicant for transient employment. Filed alphabetically by applicants name, and cross indexed by occupation. 3 x 5 card index. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. R. 205. (161)
60. AVAILABLE AND NONAVAILABLE RELIEF, May 1935 to date. FERA Forms 601 and 602, showing certification of applicants who are eligible for relief work. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 10 in., in 3 drawers of steel filing case. R. 205. (159)
61. JOB REQUISITION FILE, July 1935 to date. Form 401, showing names and number of men required for a project, together with rate of pay and number of hours and days to be worked. Filed alphabetically by project name. (Occasionally, official.) 9 1/2 x 11 folders, 1 ft. 1 in., in drawer of steel filing case. R. 204. (151)

LOVELOCKNATIONAL REEMPLOYMENT SERVICE
DISTRICT 7, DISTRICT MANAGER
Pershing County Courthouse

This office was opened on November 20, 1933 as a subdivision of the office at Winnemucca, and on December 2, 1933 was made a district office. It has been housed in the courthouse since first established. None of its records has been destroyed other than those authorized by law, and all reports are sent to the State office at Carson City. The records shown below were surveyed in May 1936.

62. ACTIVE REGISTRATION CARDS, Nov. 1933 to date. Form U.S.E.S. 320, showing name, date, and personal history, work experience, education, and special training. Filed alphabetically. 3 x 5 cross index. (Daily, official.) 5 x 8 cards, 6 in., in wooden card cabinet. Office. (37)

63. BULLETINS AND REPORTS, Nov. 1933 to date. Breakdown of active application file, office expense report, special reports, and report to local WPA office. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 4 in., in drawer of metal filing case. Office. (34)

64. CORRESPONDENCE, Nov. 1933 to date. Letters of introduction, addresses, bids, memoranda, certificates of residence, workmen's complaints, interstate and office correspondence, circular letters, projects, radio addresses, references, supply vouchers, telegrams. Filed alphabetically by subject. (Daily, official.) 9 x 12 folders, 2 ft., in 2 drawers of filing case. Office. (33)

65. GENERAL FILE, Nov. 1933 to date. Obsolete correspondence, statistical instructions, special reports to WPA, lists of work placements, daily lists of refusals to accept employment, detailed orders from contractors, referrals, employers' order cards, office and WPA pay roll reports, requisitions, miscellaneous correspondence. Filed by subject. (Occasionally, official.) 9 x 12 folders, and variously sized cards, 1 ft. 3 in., in 2 wooden and 1 metal filing case drawers. Some records dirty, torn, scattered, damaged by careless handling. Office. (36, 43)

66. INACTIVE REGISTRATION CARDS, Nov. 1933 to date. Separated as to men's and women's registration cards of persons no longer on call for work. Filed alphabetically. 3 x 5 cross index. (Rarely, official.) 5 x 8 cards, 1 ft. 8 in., in 3 card cabinets. Office. (38)

67. MISCELLANEOUS REPORTS, Nov. 1933 to date. Daily reports on openings, applications, and placements, also weekly reports, and requisition sheets. (Never.) Various sized rolls and bundles, 2 in., on top of file. Damaged by careless handling, dirty, torn, scattered. Office. (42)

68. STATISTICAL RECORDS, July 1934 to date. Semiweekly reports on applications, addition and subtraction, placements, summary of activities. Filed by subject. (Seldom, official.) 9 x 10 1/2 sheets, 1 ft., in drawer of wooden filing case. Office. (40)

69. WORK PLACEMENT REPORT, Sept. 1934 - July 1935. Work record submitted to FERA of all placements made. This form replaced by U.S.E.S. 340. (Never.) 8 1/2 x 11 forms, 1 in., in drawer of wooden filing case. Office. (41)

70. PAY ROLL TRANSCRIPTS, Jan. 1935 to date. Payroll transcripts of various contractors, Bureau of Public Roads, and State Highway Department. Filed chronologically by agency. (Occasionally, official.) Various sized rolled records, 3 in., on wooden shelf. Office. (44)

71. ACTIVE CERTIFICATES OF ELIGIBILITY, Aug. 1935 to date. Form 600, showing name, address, case number, brief case history, project employed on, and other data, such as notice of placement, reassignments, and notice of change in work placement. Filed alphabetically. (Daily, official.) 5 x 8 slips, 3 in., in card cabinet. Office. (39)

72. CANCELLED CERTIFICATES OF ELIGIBILITY, Aug. 1935 to date. Form 602, showing name, address, case number, and reason for cancellation. Filed alphabetically. (Occasionally, official.) 5 x 8 slips, 1 in., in metal file. Office. (35)

PIOCHE

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 10, DISTRICT MANAGER
Lincoln County Courthouse

This office was opened in Aug. 1935 in the Amsden Bldg., and has undergone the administrative changes noted in the Introduction. Since this survey of the records was made in 1938 the office location has been changed to the Lincoln County Courthouse, February 1939. All reports are sent to the State office at Carson City. This district covers Lincoln County.

73. COMPLETED PROJECTS, LINCOLN COUNTY, 1935 - 1937. Alamo Project 7737, correspondence with State office in Carson City, data pertaining to Pioche power line contract no. 1, daily reports on skilled, unskilled, and intermediate workmen. Filed by subject. (Never.) 9 x 11 folders, 10 in., in drawer of steel filing case. Manager's Office. (8)

74. ACTIVE FILE, LINCOLN COUNTY, 1935 to date. Form 310, showing name of employee, physical description, educational qualifications, occupational classifications, employment record. Filed alphabetically by name, and by occupation. (Daily, official.) 5 x 8 cards, 9 in., in wooden card cabinet. Main office. (10)

75. CORRESPONDENCE, 1935 to date. Application memoranda for the selection of local men, for projects such as Soil Conservation, with related correspondence, multistate workers' initial claim for benefits, and notice of unemployment; contractor's specifications, individual correspondence with applicants, change of residence forms, correspondence with State and county and district offices, WPA offices, labor complaints, notices of transfers of applicants to active file, notices from State office of new projects contracted for, correspondence with local mining companies, invoices of supplies, State Highway department correspondence, reports of cost contributed by local agencies, travel vouchers, weekly breakdown of active file. Filed by subject. (Older records, occasionally; current records, frequently, official.) 9 x 14 folders, 1 ft. 6 in., in 2 drawers of steel filing case. Main office. (11)
76. CROSS INDEX, 1935 to date. An index duplicating cross index file; one section identifies applicants by identification number; the other section by name and Social Security number, both give name identification number, address, primary occupation, and secondary occupation. Filed alphabetically. (Daily, official.) 9 1/2 x 11 1/2 loose-leaf book, 3/4 in., on office desk. Main office. (12)
77. CROSS INDEX FILE, 1935 to date. U.S.E.S. Form 321, index to primary and secondary classification. Filed alphabetically. (Daily, official.) Main office. (13)
78. DEAD FILE, 1935 to date. N.R.S. Form 1, and N.R.S. Form 3, list of applicants no longer available for employment, for various reasons. Filed alphabetically. (Never.) 3 x 5 and 5 x 8 cards, 1 ft. 1 in., in transfer case. Main office. (14)
79. EMPLOYERS' ORDER CARDS, 1935 to date. U.S.E.S. Form 315. Filed alphabetically. (Daily, official.) 4 x 6 cards, 1 wooden card cabinet. Main office. (15)
80. GENERAL FILE, 1935 to date. Statistical records, list of employees at work, tally sheets on daily work, correspondence with Ely, Las Vegas, and other employment offices, and with Soil Conservation Service. Filed by subject. (Frequently, official.) 9 x 11 folders, in drawer of steel filing case. Manager's office. (16)
81. IDENTIFICATION CARDS, 1935 to date. U.S.E.S. 350, applicant's identification card, giving identification number, name, address, age, classification, and other data. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 10 in., in 2 wooden card cabinets. Main office. (18)
82. INACTIVE FILE, 1935 to date. Forms 310 and 312, registration cards of persons no longer subject to call for work by employment office. Filed alphabetically. (Seldom, official.) 6 x 8 cards, 3 1/2 in., in 3 wooden drawers in counter. Main office. (17)

83. PRIVATE EMPLOYERS, 1935 to date. Form U.S.E.S. 330, cards showing name of firm or employer, products or service, industrial classification, working conditions, age range, pay range, by whom interviewed, comments, and other data relating to private industry. 5 x 8 cards, 4 in., in drawer of wooden filing case. Main office. (19)
84. PROJECT PAY ROLLS FOR LINCOLN COUNTY, 1935 to date. Form showing title of certified transcript of labor pay roll, with appropriation, project number, type, contractor, name of employee, residence, position, hours worked each day, and other details. Filed chronologically. (Frequently, official.) 15 x 30 folders, 1 ft. 1 in., in drawer of steel filing case. Manager's office. (20)
85. REFERRALS TO PUBLIC AND PRIVATE WORK, 1935 to date. Forms 320 and PWA 320, containing name, place, application for work, date, project, and other data. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in drawer of wooden card cabinet. Main office. (22)
86. RENEWAL CARDS, 1935 to date. Form U.S.E.S. 324, renewal of registration. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in wooden card cabinet. Main office. (23)
87. RETURNED CALL-IN CARDS, 1935 to date. U.S.E.S. Form 322, double reply official post card, used to notify applicants to call at employment office for further interview, or to use attached card for written reply if unable to call; file contains reply part of card. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in wooden card cabinet. Main office. (24)
88. PROPERTY CARDS, 1937 to date. Form U.S.E.S. 510, white, administrative office copy; blue, state headquarters office copy; buff, district office copy; pink, administrative office copy, showing date, source, property number, description, state, office, article. Filed alphabetically by name of article. (Frequently, official.) 4 1/2 x 10 slips, in 11 1/2 x 12 automatic shift visible record binder, in drawer of steel filing case. Main office. (21)
89. CERTIFIED TRANSCRIPT OF LABOR PAY ROLLS, Mar. - July 1937. Showing appropriation, project number, type, contractor, employee, residence, position, hours of work daily, and other details. (Filed chronologically.) 17 x 24 paper packages, 7 in., in drawer of steel filing case. Main office. (9)

RENONATIONAL REEMPLOYMENT SERVICE
DISTRICT 8, DISTRICT MANAGER
210 Granite St.

By an Act of the Legislature of the State of Nevada in 1923, there was created a Nevada State Employment Service with two offices, one located at Reno, and the other at Las Vegas. This service functioned with State support until July of 1933 when it affiliated with the United States Employment Service under the provisions of the Wagner-Peyser Act. Its affiliation with the United States Employment Service provided, among other things, the matching of State funds for its support dollar for dollar with Federal funds. ^{1/} The State office in Reno was for some time located in a building on East Commercial Row. After its affiliation with the United States Employment Service it occupied offices in the Cladianos Bldg., 118 W. 2d St., the Clay Peters Bldg., 140 N. Virginia St., the Old Post Office Bldg., N. Virginia at E. 1st St., and in January 1940 moved to its present location. For administrative changes see the Introduction. This partial survey of the records in this office was made in November 1940.

90. MEN, DEAD FILE, 1936 - 1939. U.S.E.S. Form 310, primary and secondary classification, file of men no longer on active list. Filed alphabetically. (Never.) 5 x 8 cards, 11 ft. 6 in., in drawer of steel filing case. Office. (924)

91. WOMEN, DEAD FILE, 1936 - 1939. Same as No. 90, for women. Filed alphabetically. (Never.) 5 x 8 cards, 3 ft., in 3 wooden card cabinets on filing case. Office. (925)

92. ACTIVE FILE, 1938. Same as No. 96. Filed alphabetically. (Seldom, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (922)

93. STATISTICS FILE, Apr. 1938 - Nov. 1939. Department of Labor, U.S.E.S. Form 201, reports of placements, number of unemployed applicants listed by occupation, and Form ES-211, journal report of placements. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of steel filing case. Office. (923)

94. ACTIVE FILE, 1939. Same as No. 96. Filed chronologically and by subject. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (921)

95. TIME REPORTS, PERSONNEL, Feb. 1939 to date. Form NSES, time sheets, daily time slips of office personnel, showing name, hours, overtime, if any, with reason for overtime; also weekly time reports showing same information. Filed chronologically. (Daily, official.) 3 x 5 slips, in 9 x 12 folders, 1 ft., in drawer of steel filing case. Office. (919)

^{1/} Biennial Report of the Commissioner of Labor, (Carson City, 1934-36), 19.

96. ACTIVE FILE, Jan. 9, 1940 to date. Correspondence with counties regarding applications for work, private orders from employers, clearance orders, Children's Bureau, correspondence and orders on cricket control, out-of-state applications, out-of-state clearance orders, memoranda and correspondence with other Nevada districts, inventory of active files March 31, 1940; itinerary of field trips; intrastate applications; local managers' regulations; office personnel addresses and phone numbers; projects; Nevada contracts; publicity releases to press; data and correspondence on Canal Zone projects; statistical reports, Nevada state office; radio spot announcements; stamp and mail report; receptionist daily report sheets from Carson City; references for nursery maids; references from employers; unemployment compensation statistical report, interstate and monthly; interstate and weekly; narrative reports to Carson City; radio programs; requests for transfer; State director correspondence, general, travel; state statistician correspondence; supplies and equipment, state highway contracts; state fiscal officer; travel authorization; travel accounts; unemployment compensation receipts and transmittal sheets; data from central office; data on legal decisions; veterans' placement representative memos; WPA certified relief workers, Reno and Sparks; WPA correspondence; and other material relating to office. Filed chronologically and by subject. (Daily, reference.) 9 x 12 folders, 2 ft., in drawer of steel filing case. Office. (920)

TONOPAH

NATIONAL REEMPLOYMENT SERVICE
DISTRICT 3, DISTRICT MANAGER
Mizpah Hotel

This office was opened in Aug. 1933 and has since undergone the administrative changes noted in the Introduction. It first occupied quarters in the Justice Court Bldg., on Main St., but has since been moved to the Mizpah Hotel Bldg. The records listed below were surveyed in 1938.

97. CROSS INDEX, 1933 to date. U.S.E.S. Form 321, a cross index of persons in active, inactive, cancelled, and dead files, showing name, address, occupational and secondary classifications. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 2 steel filing case drawers. Office. (2)

98. DEAD FILE, 1933 to date. Forms 310, 311, 312, 326A, registration cards, giving applicant's case history, and record of employment; "Dead," refers to those who have not been heard for many years, moved, died, etc. Filed alphabetically, Cross index. (Never.) 5 x 8 cards, 2 ft. 6 in., in 2 drawers of steel filing case. Office. (3)

99. GENERAL FILES, 1933 to date. Form F.P.S. - 1, appendix D, estimates of available agricultural labor, giving name of crop, district or county, estimated number of local workers available, estimates by outside organization, estimated acreage, estimated number workers needed, surplus or deficit, totals for state; F.P.S (Farm Placement Service)- 2, appendix E, summary of agricultural labor used, etc.; Nev. 1, orders cancelled by employers; U.S.E.S. form to show change of residence by employee or registrant; U.S.E.S. Form 429 (2892) office inventory sheet of office stationery; travel vouchers; correspondence with State director, unemployment compensation division, veterans, as to placements; reports, bulletins; weekly activities report; expenses, office, travel, etc. leaves of absence; contracts; weekly tally sheet; research and occupational program; WPA correspondence. Filed alphabetically by subject. (Frequently, official.) 9 x 11 and 9 x 15 folders, 4 ft. 1 in., in 3 drawers of steel filing case; 1933 - 1934 on shelf. Office. (1)

100. CALL-IN CARDS, 1934 to date. U.S.E.S. Form 322, double reply official post card, used to notify applicants to call at employment office for further interview, or to use attached card for written reply if unable to call. Card in file is reply portion of card. Filed alphabetically. (Never.) 3 x 5 cards, 6 in., in drawer of steel filing case. Office. (4)

101. PAY ROLLS, 1934 to date. Bureau of Public Roads Form 176, certified transcript of labor pay roll, showing name, job, hours worked, pay. Filed chronologically. (Weekly, official.) 17 x 27 sheets, 1 in., in desk drawer. Office. (5)

102. CANCELLED FILE, 1935 to date. Forms 310, 311, 312, 326A, registration cards that have been cancelled on account of failure of registrant to keep in touch with employment office. Filed alphabetically by occupation for which applicant is registered. (Occasionally, official.) 5 x 8 cards, 2 ft., in 2 drawers of steel filing case. Office. (6)

103. CONTRIBUTED EXPENSE REPORT, Jan. 1935 to date. Form NRS M 26 (Rev.), report of contributed services, showing work division or relief personnel, costs assumed by county, costs assumed by local communities, costs assumed by other than above mentioned, for telephone and telegraph, office rent, equipment rental, incidental expense, and other. Filed chronologically. (Frequently, official.) 8 1/2 x 11 folders, 1/2 in., in drawer of steel filing case. Office (7)

104. INACTIVE FILE, 1935 to date. Forms 310, 311, 312, 326A, registration cards, placed in inactive file while registrants are employed. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 11 in., in drawer of steel filing case. Office. (8)

105. NOTIFICATIONS OF CONTRACT, 1935 to date. Reports sent from state office to field offices notifying them of projects let to contractors in Nevada. Filed chronologically. (Frequently, official.) 8 1/2 x 11 sheets, 2 in., on clip boards hung on wall. Office. (9)

106. SUMMARIES, Jan. 1935 to date. U.S.E.S. Form 300, daily report of applications; U.S.E.S. Form 301, report of placements; U.S.E.S. Form 302, summary of activities, balance of placements, in private, public, and other employment and cancellations. Form 1997, showing day on which there were no transactions requiring an entry. Filed chronologically. (Daily, official.) 5 x 8 and 8 x 10 loose sheets, 3 in., in drawer of steel filing case. Office. (10)

107. WPA, 1935 to date. Various WPA Forms, showing persons on active relief, work assignments, and termination of employment. Filed alphabetically by name of relief client. (Daily, official.) Various sized cards, 1 ft. 10 in., in drawer of wooden filing case. Office. (19)

108. ACTIVE FILE, Nov. 1935 to date. Forms 310, 311, 312, 326A, registration cards, placed in active file, applicants for jobs. Filed alphabetically and by occupation, by counties. (Daily, official.) 5 x 8 cards, 8 in., in drawer of steel filing case. Office. (11)

109. BREAKDOWN OF ACTIVE APPLICATION FILE, Dec. 1935 to date. Weekly classification sheet, by occupation, of workers, listed under headings of: unemployed relief applicants, unemployed nonrelief applicants, relief applicants employed on WPA projects. Filed chronologically. (Older records, seldom; recent records, frequently, official.) 8 1/2 x 11 folders, 2 in., in drawer of steel filing case. Office. (12)

110. CERTIFICATION OF RELIEF APPLICANTS, 1936 - Dec. 1937. WPA Forms 600, 601, 602, 340, 360, 360. Filed by counties, and alphabetically within counties. (Seldom, official.) Various sized cards, 1 ft., in wooden card cabinet. Office. (13)

111. EMPLOYEES' ORDER AND REFERRAL CARDS, 1936 to date. U.S.E.S. Form 320, official post card, introducing applicant to employer, with results of interview; Form U.S.E.S. 315, referral card, record of employers, showing number of applicants referred to them, and data concerning conditions of employment. Filed alphabetically by employer's name. (Daily, official.) 3 x 5 and 4 x 6 cards, 9 in., in drawer of wooden card cabinet. Office. (14)

112. NOTICE OF PLACEMENT, PERSONS ON RELIEF ROLLS, 1937 - 1938. U.S.E.S. Form 340, notifying relief office of placement of case number in private employment, or public work other than Work Projects, giving case number's name, address, number, relief district, name of employer, and other details. Filed alphabetically. (Seldom, official.) 4 x 6 slips, 1 in., in wooden card cabinet. Office. (16)

113. EMPLOYERS' CROSS INDEX, 1937 to date. U.S.E.S. Form 322, alphabetical index to employers' file, showing firm name, address, telephone, and industrial classification. Filed alphabetically by name of employer. (Frequently, official.) 3 x 5 cards, 5 in., in drawer of cardboard filing case. Office. (15)

114. EMPLOYERS' FILE, 1937 to date. U.S.E.S. Forms 330 and 331, list of all employers covered by the Social Security Act, showing (330) firm name, products or service, industrial classification, and other pertinent data; and accompanying blue Form 331, showing openings received by employees or applicants. Filed alphabetically by employer's name. (Frequently, official.) 5 x 8 cards, 5 in., in wooden card cabinet. Office. (17)

115. UNEMPLOYMENT COMPENSATION, 1938 to date. List of employees covered by the Social Security Act. Filed alphabetically by name of employer. (Frequently, official.) 3 x 5 cards, 4 in., in transfer case. Office. (18)

WINNEMUCCA

NATIONAL REEMPLOYMENT SERVICE DISTRICT 6, DISTRICT MANAGER Bridge Street

The employment office in Winnemucca was opened in Oct. 1933 in the Wendell Bldg., on Bridge St. In 1935 it was moved to the Nixon Theatre Bldg., but has since been transferred to an office building on Bridge St. Administrative changes have occurred as noted in the Introduction. All reports are sent to the State office at Carson City. This survey of the records was made in June 1938.

116. CROSS INDEX, 1933 to date. U.S.E.S. Form 321, registration card, showing name, address, telephone number, occupational classification, secondary classification. Filed alphabetically. (Daily, official.) 3 x 5 cards, 11 in., in wooden box. SW. corner, basement. (21)

117. EMPLOYERS' CROSS INDEX, 1933 to date. U.S.E.S. Form 322, employer's cross index, list of employers, showing name of person or firm, type of industry, and other details. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 4 in., in wooden box. SW. corner, basement. (22)

118. REGISTRATION FILES, 1933 to date. U.S.E.S. Form 310, registration cards giving applicant's name, address, physical description, occupational classification, data in regard to education, employment, etc. Filed by occupation; cross index. (Older records, seldom; recent records, daily, official.) 5 x 8 cards, 1 ft. 3 in., in cardboard box. SW. corner, basement. (20)

119. STATISTICAL REPORTS, 1934 - 1936. Forms U.S.E.S. 330-331. Filed chronologically. (Never.) 9 x 11 folders, 10 in., in drawer of steel filing case. Office. (28)

120. GENERAL FILE, 1934 to date. Record of hours worked, active relief cases, veterans, invoice of supplies, reinterviewing program, and miscellaneous material. Filed by subject. (Frequently, official.) 9 x 11 folders, 2 ft., in 2 drawers of steel filing case. Office. (27)

121. CERTIFIED TRANSCRIPT OF LABOR PAY ROLL, 1935 to date. Bureau of Public Roads Form 176. Filed chronologically. (Occasionally, official.) 10 x 14 and 17 x 26 sheets, 1 ft. 1 in., in 2 steel drawers. Store room. (23)

122. REGISTER OF RELIEF CLIENTS, 1935 to date. List of relief clients, with case and identification numbers in order of registration. Filed chronologically. (Frequently, official.) 8 x 12 1/2 bound vols., 3/4 in., on wooden shelf in closet. Office. (26)

123. EMPLOYERS' FILE, 1936 to date. U.S.E.S. Forms 330, white, and 331, blue; Form 330 gives firm name, products or service, industrial classification, and other informative data; Form 331 gives name of firm, and shows openings received, classified as to occupation, sex, number of openings, filled, cancelled, renewed, date completed, etc. 5 x 8 cards, 2 1/2 in., in wooden box. Office. (24)

124. PROPERTY BOOK, 1937 to date. U.S.E.S. Form 510, in four parts, white, administrative office copy; blue, state headquarters office copy; buff, district office copy; pink, administrative office copy; showing date, source, property number, description, state, office, and article. Filed alphabetically by name of article. (Frequently, official.) 4 1/2 x 10 slips, 1/8 in., in 11 1/2 x 12 loose-leaf book, on wooden shelf. Office. (25)

125. EMPLOYERS PAYING SOCIAL SECURITY, 1938 to date. Showing (1) category of business, wholesale or retail; (2) county in which operating, and unemployment compensation account number (all in code); name of company, and address. Filed alphabetically by name of employer. (Frequently, official.) 3 x 5 cards, 2 in., in wooden box. SW. corner, basement. (29)

