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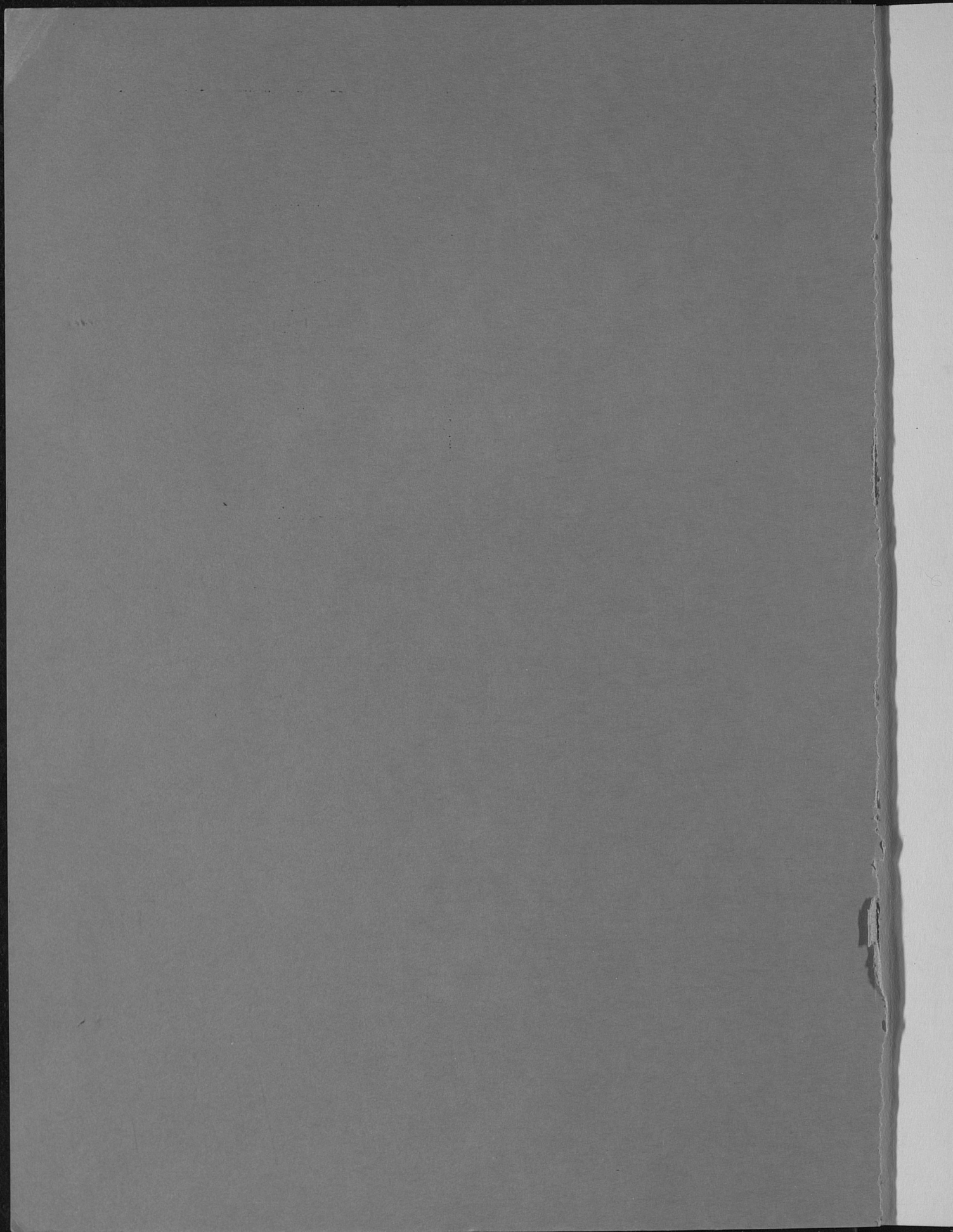
Inventory of the State
Archives of North Carolina

Series IV
Regulatory Agencies

No. 4
State Board of Alcoholic Control

North Carolina Historical
Records Survey Project
Division of Professional
and
Service Projects
Work Projects Administration
Raleigh, N. C.
November 1939

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INVENTORY OF THE STATE ARCHIVES
OF NORTH CAROLINA

Prepared by

The North Carolina Historical Records Survey Project
Division of Professional and Service Projects
Work Projects Administration

Sponsored by

The North Carolina Historical Commission
M. C. S. Noble, Chairman
C. C. Crittenden, Secretary

SERIES IV
REGULATORY AGENCIES

No. 4

STATE BOARD OF ALCOHOLIC CONTROL

* * * * *

Raleigh, North Carolina
The North Carolina Historical Records Survey Project
November, 1939

WPA Historical Records Survey Program

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FOREWORD

The Inventory of the State Archives of North Carolina is one of a number of bibliographies of historical materials prepared throughout the United States by workers on the Historical Records Survey of the Work Projects Administration. Each state department, institution, or other agency will be represented by a separate section of the inventory; the sections for functionally related agencies will be grouped in series. The publication herewith presented, an inventory of the archives of the State Board of Alcoholic Beverages Control is number 4 in Series IV, Regulatory Agencies.

The Historical Records Survey Program was undertaken in the winter of 1935-36 for the purpose of providing useful employment to needy unemployed historians, lawyers, teachers, and research and clerical workers. In carrying out this objective, the project was organized to compile inventories of historical materials, particularly the unpublished government documents and records which are basic in the administration of local government, and which provide invaluable data for students of political, economic, and social history. The archival guide herewith presented is intended to meet the requirements of day-to-day administration by the officials of the state, and also the needs of lawyers, business men and other citizens who require facts from the public records for the proper conduct of their affairs. The volume is so designed that it can be used by the historian in his research in unprinted sources in the same way he uses the library card catalog for printed sources.

The inventories produced by the Historical Records Survey Program attempt to do more than merely give a list of records--they attempt to sketch in the historical background and to describe precisely and in detail the organization and functions of the agencies whose records they list. The inventories for the entire country will, when completed, constitute an encyclopedia of state and local government as well as a bibliography of state and local archives.

The successful conclusion of the work of the Historical Records Survey Program, even in a single agency, would not be possible without the support of public officials, historical and legal specialists, and many other groups in the community. Their co-operation is gratefully acknowledged.

The Survey Program was organized and has been directed by Luther H. Evans, and operates as a nation-wide series of locally sponsored projects in the Division of Professional and Service Projects, of which Mrs. Florence Kerr, Assistant Commissioner, is in charge.

F. C. HARRINGTON

Commissioner

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PREFACE

The Historical Records Survey was created in the winter of 1935-36 as a nation-wide Works Progress Administration project for the "discovery, preservation and listing of basic materials for research in the history of the United States."¹ Under the direction of Dr. Luther H. Evans, the Survey undertook an extensive program for the inventory of state and local archives, early American imprints, church archives, and collections of manuscripts. Pursuant to the provisions of the Emergency Relief Act passed June 30, 1939, the existence of the Survey as a single nation-wide project sponsored by WPA itself was terminated August 31, 1939; and the work of the Survey was continued in the individual states by locally sponsored projects operating within the national WPA Historical Records Survey Program which continued under the direction of Dr. Evans.

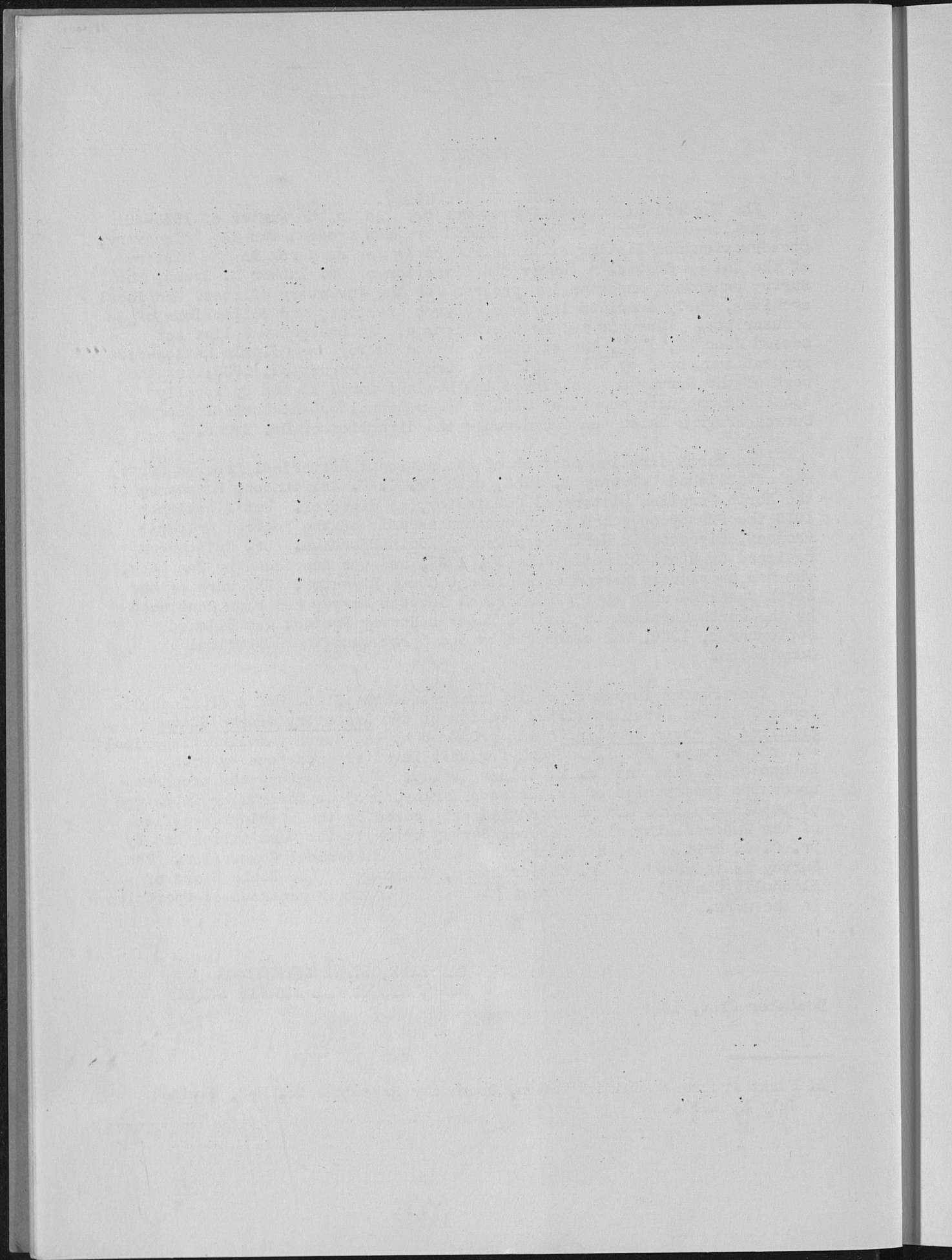
The North Carolina project of the national Historical Records Survey was established February 1, 1936, with Dr. C. C. Crittenden, Secretary of the North Carolina Historical Commission, as director. Until November 1936 the Survey operated as an autonomous unit of the Federal Writers' Project, directed in North Carolina by Edwin Bjorkman. Dr. Crittenden resigned as State Director June 30, 1937, and was succeeded by Dan Lacy, who had previously served as Assistant State Director. The work of the North Carolina unit of the Historical Records Survey has been continued by the North Carolina Historical Records Survey Project established September 1, 1939, and sponsored by the North Carolina Historical Commission.

The present inventory of the records of the State Board of Alcoholic Control is the first published section of the Inventory of the State Archives of North Carolina being prepared by the North Carolina Historical Records Survey. The field work for this inventory was done by Mr. Nathaniel R. Bass and Mr. T. Nelson Worley. The inventory was prepared under the supervision of Mr. Branson Marley, project supervisor in charge of public archives and was read and criticized by the Washington office of the Federal Historical Records Survey prior to its termination and by Dr. C. C. Crittenden, Secretary of the State Historical Commission. The Survey is indebted to Mr. Cutlar Moore, Chairman of the State Board of Alcoholic Control and members of his staff for their generous co-operation in the work.

DAN LACY, STATE SUPERVISOR
N. C. HISTORICAL RECORDS SURVEY

December 21st, 1939

1. Works Progress Administration, Operating Procedure No. W-2, Revised July 2, 1937.



STATE BOARD OF ALCOHOLIC CONTROL

1. Structural Organization and Evolution

The North Carolina State Board of Alcoholic Control was created by the General Assembly of North Carolina in 1937 "to establish a system of control of the sale of certain alcoholic beverages in North Carolina, and to provide the administrative features of the same, in order to insure, so far as possible, the proper administration of the sale of certain alcoholic beverages under a uniform system throughout the State."¹

After the repeal of the Eighteenth Amendment to the Constitution of the United States by the Twenty-first Amendment in 1933 prohibition of the manufacture or sale of alcoholic beverages in North Carolina was continued under the provisions of the Turlington Act, which had been passed by the General Assembly in 1923 to bring the prohibition policy of the State into line with the Eighteenth Amendment.² Repeal of prohibition on a national scale gave rise to a movement in North Carolina, particularly in the eastern counties, to modify the legal status of prohibition in the State in order to permit county-controlled sale of alcoholic beverages in those counties in which the majority wished it. As a result of this movement, the General Assembly passed in 1935 an act known as the "Pasquotank Liquor Control Act,"³ "which act enabled Pasquotank and seventeen other counties to hold special elections to determine whether a majority of the registered voters of those individual counties desired the legalized sale of liquor in County-operated stores."⁴ Seventeen of the counties voted for control, and under the provisions of the act, alcoholic beverages control boards and control stores were set up in each. These county boards were also provided for in the act of 1937.⁵ The seventeen counties thus voting for and establishing control were Beaufort, Carteret, Craven, Edgecombe, Franklin, Greene, Halifax, Lenoir, Martin, Nash, New Hanover, Onslow, Pasquotank, Pitt, Vance, Warren, and Wilson. Rockingham County voted against control.

In July 1936 Governor Ehringhaus appointed a commission to study the problem of control of alcoholic beverages in North Carolina. As a result of the report and the recommendations of this commission an act generally known as the Amended Alcoholic Beverages Control Acts was passed by the General Assembly in 1937, providing for a state board to administer the act and to maintain a uniform control system in the counties coming under the authority of the act, and providing that an election for or against the control system be called in any county upon petition of fifteen

1. Public Laws of North Carolina, 1937, c. 49, s. 1, hereafter cited as Public Laws.

2. Ibid., 1923, c. 1.

3. Ibid., 1935, c. 493.

4. First Annual Report of North Carolina State Board of Alcoholic Control, Raleigh, N. C., 1938.

5. Public Laws, 1937, c. 49, s. 6.

(First entry, p. 5)

(Powers and Duties)

percent of the registered voters or at the request of the board of county commissioners of the county.⁶ In April 1937 a board was appointed by the Governor to put the act into operation. Under the provisions of the 1937 act eight counties, Chowan, Cumberland, Dare, Durham, Johnston, Tyrrell, Wake, and Washington, have voted for control and fifteen counties have held elections but rejected control. Two counties, Bertie and Moore, were given special permission by the General Assembly to set up liquor stores in certain municipalities. The sixteen counties that have rejected control and the fifty-nine counties that have not held election are still operating under the Turlington Act of 1923.

The State Board of Alcoholic Control consists of a chairman and two associate members, who are appointed by the Governor.⁷ They must be persons of character and ability. Persons owning interests in breweries, distilleries, or other alcoholic beverage supply concerns, or having relatives or business associates owning interests in such concerns, are specifically disqualified for appointment.⁸ Initial appointments were made, the chairman for three years, one associate member for two years, and the other associate member for one year. All subsequent appointments are for three-year terms or for the unexpired term if the appointment is made to fill a vacancy.⁹ The Governor is authorized to remove any member of the Board for just cause and to appoint a successor to fill his (or her) unexpired term.¹⁰ The chairman's salary is fixed at \$6,000 per year and he is to devote full time to his official duties. Associate members originally received \$25 per day while actually engaged in official duties and were allowed either five cents per mile for use of private automobile or actual travel expenses.¹¹ The compensation for associate members was changed in 1939 to \$7 per day and necessary travel expenses.¹²

In addition to the members of the Board, the administrative staff consists of an executive secretary to the Board, a chemist, and such auditors, stenographers, investigators, and inspectors as are considered essential to the effective operation of the Board. The first State Board of Alcoholic Control, appointed in April 1937, consisted of Cutlar Moore, Chairman, and F. Webb Williams and Thos. J. Murphy, members. The present incumbents are Cutlar Moore, Chairman, and F. Webb Williams and W. C. Feinster, members.

2. Powers and Duties

The authority of the State Board of Alcoholic Control extends over all counties that have established the legal sale of liquor by elections

6. Public Laws, c. 49.

7. Public Laws, 1937, c. 49, ss. 2, 3.

8. Ibid., s. 8.

9. Ibid., s. 3.

10. Ibid., s. 5.

11. Ibid., s. 2.

12. Ibid., 1939, c. 185, s. 5.

(Powers and Duties)

(First entry, p. 5)

as designated by law.

The primary function of the State Board of Alcoholic Control is to regulate and supervise the activities of the various county control boards and the operation of the liquor control stores in the State. The powers and duties of the Board to exercise this function are derived from the creating act. The specific powers and duties of the Board are as follows:

1. To see that all laws relating to the sale and control of alcoholic beverages are observed and performed.
2. To audit and to examine the accounts, records, books, and papers relating to the operation of county liquor stores.
3. To approve or disapprove prices and to maintain uniform prices.
4. To remove such members of county boards as in their opinion are unfit for duty.
5. To test all alcoholic beverages and to install such apparatus, laboratories and other equipment and to employ such help as may be necessary for that purpose.
6. To supervise purchasing by the county boards.
7. To approve or disapprove operations of county stores.
8. To require such allocation of funds, not to be less than 5 percent or more than 10 percent of the net profits, for enforcement of the "Amended Alcoholic Beverages Control Acts."
9. To remove any county officer serving under the Amended Alcoholic Beverages Control Acts who should violate the act.
10. To approve or disapprove the opening of county stores, with the proviso that one store be assured for each county voting for control; to give due consideration of community vote in establishing the location of stores; and to withdraw the approval of stores for inefficiency, when such stores are inimical to the morals or welfare of the community, or for any other sufficient cause.
11. To require uniform accounting systems and to provide for the keeping of adequate records for auditing the accounts of county stores.
12. To grant, to control, or to revoke permits to distillers to sell alcoholic beverages to county stores.
13. To establish and supervise warehouses for the storage of alcoholic beverages.

(First entry, p. 5)

(Housing, Care, and
Accessibility of Records)

14. To have all powers which may be reasonably implied from the granting of the express powers given above.¹³

Individual bonds in the sum of \$5,000 are required of members of the county alcoholic beverages control boards, which bonds are required to be deposited with the State Board of Alcoholic Control.¹⁴ Bonds are not required of members of the State Board. There are no other specific record-keeping requirements in the laws relating to the State Board.

In addition to bonds of members of county alcoholic beverages control boards, such records are kept by the State Board of Alcoholic Control as are necessary to perform its administrative duties. Minutes of meetings of the State Board and a record of operating costs are kept by the executive secretary. Warehouses make monthly stock reports to the State Board. These reports and copies of reports showing daily and weekly sales in stores are kept in the auditing department. The auditing department also keeps copies of quarterly audits of each county store system, price lists, invoices, and price quotations from distillers. In the stenographer's office are kept correspondence, copies of inter-office memoranda, reports of sales from other states, distillers' permits, bulletins, pamphlets, and miscellaneous records. Records are generally filed by subject with a further breakdown by counties when justified by type of records.

3. Housing, Care, and Accessibility of Records

All records are housed in the administrative offices of the State Board of Alcoholic Control, rooms 542, 543, 544, and 546 of the New State Office Building. The building, constructed in 1938-39 of steel, stone, and concrete, is considered to be 100 percent fireproof. All offices have terrazzo floors and steel casement windows.

Conditions of storage and facilities for use of records are unusually good. The offices are large, light, and well ventilated. Records are kept in steel file drawers, with little evidence of crowding, and are all in excellent condition. There is ample space for additional filing equipment. Storage of records is divided approximately as follows: 80 percent in auditing department, room 542, 18 percent in stenographer's office, room 546, 2 percent in executive secretary's office, room 543. No official records are kept in the chairman's office, room 544.

13. Public Laws, 1937, c. 49, s. 4.

14. Ibid., s. 9. This requirement was later modified to permit the exemption of members who did not handle any money; ibid., 1939, c. 202.

ABBREVIATIONS, SYMBOLS, AND EXPLANATORY NOTES

alph.	alphabetical (ly)
approx.	approximate (ly)
arr.	arrange, arrangement
c.	chapter (s)
chron.	chronological (ly)
f.d.	file drawer (s)
hdw.	handwritten
ibid.	the same reference
no., nos.,	number (s)
p., pp.	page (s)
pr. fm.	printed forms
rm.	room
s. (s).	section (s)
--	current
x	by (in dimensions)

Exact titles on volumes or containers are written in all capitals without brackets.

Descriptive titles, written in all capitals and enclosed in brackets, have been assigned to records having no exact titles on volumes or containers.

Explanatory titles, written with initial capitals and enclosed in brackets, have been added to exact titles which are misleading or are not sufficiently descriptive of record content.

If units of a record have distinguishing numbers, letters, or other labeling, such labeling is indicated in brackets following the statement of quantity in the title line.

Third paragraph cross references are used to indicate relationship between records in other entries or to refer to records of similar nature contained in other entries.

Dimensions of volumes or record containers are given in inches.

Number of papers contained, as shown in title lines, is approximate total number covered by the entry.

Unless otherwise indicated the condition of a record is assumed to be good or excellent.

Minutes

1. [MINUTES OF THE STATE BOARD OF ALCOHOLIC CONTROL], April 26, 1937--. 6 stenographic notebooks.

Stenographer's shorthand record of proceedings at meetings of the State Board of Alcoholic Control. Arr. chron. by date of meeting. No index. Hdw. 80 pp. 4 x 8 x 1/2. In rm. 543.

(2-6)

(Bonds; Correspondence; Reports)

Bonds

2. BONDS [of Members of County Alcoholic Beverages Control Boards], July 1, 1937--. 83 bonds in 1 f.d. Original surety bonds payable to State of North Carolina, for faithful performance of duties by chairman and members of county alcoholic beverages control boards. Also includes 150 copies of retail price lists issued by State Board of Alcoholic Control, July 1, 1937--. Arr. by subject, bonds alph. thereunder by date issued. No index. Hdw. on pr. fm. and typed on pr. fm. 13 x 11 x 24. In rm. 542. For wholesale price lists, see entry 13.

Correspondence

3. GENERAL CORRESPONDENCE, May 25, 1937--. 2,400 papers in 1 f.d. General correspondence between State Board of Alcoholic Control and county, state, and federal officials, covering all phases of administration of liquor control in North Carolina. Arr. alph. by addressee, chron. thereunder by date written. No index. Typed. 13 x 11 x 24. In rm. 546.

4. COUNTY CORRESPONDENCE AND MEMORANDUMS, May 25, 1937--. 2,400 papers in 1 f.d. Letters from county alcoholic beverages control boards to State Board of Alcoholic Control, carbon copies of replies, and memoranda issued by State Board to all county alcoholic beverages control boards. Correspondence arr. alph. by county, chron. thereunder; memoranda arr. chron. by date of issue. No index. Typed. 11 x 13 x 24. In rm. 546.

5. DISTILLERS' CORRESPONDENCE, 1937--. 2,400 papers in 1 f.d. Letters from approved distillers to State Board of Alcoholic Control, with copies of replies, concerning prices and quality of products; and soliciting orders; letters from distillers not on approved list, with copies of replies, concerning prices and quality of products, and requesting information relative to being placed on approved list. Arr. alph. by name of distiller, chron. thereunder by date written. No index. Typed. 13 x 11 x 24. In rm. 546.

For other correspondence with distillers, see entries 14 and 15.

Reports

6. [WEEKLY REPORTS OF SALES], Sept. 1, 1937--. 2,050 reports in 2 f.d. Carbon copies of weekly reports Form S-102 from county alcoholic beverages control boards to State Board of Alcoholic Control, showing for each store by brand the number of bottles sold, cash amount of sales, and number of bottles on hand at end of week. Compiled chiefly from Forms S-103. Originals retained by county boards. Arr. alph. by county, chron. thereunder by date of report. No index. Hdw. on pr. fm. 13 x 11 x 24. In rm. 542.

For weekly reports, Form S-103, see entry 8.

(Financial Records)

(7-11)

7. W-101 [County Warehouse Monthly Stock Reports], Sept. 1, 1937--. 19,000 papers in 1 bundle and 6 f.d. (dated).

Monthly reports, Form W-101, from county warehouses, showing number of cases of alcoholic beverages on hand on first and last days of month, number of cases received during month, number of cases shipped to county stores. Arr. alph. by name of county, chron. thereunder. No index. Hdw. on pr. fm. Bundle 7 x 14 x 15; f.d. 13 x 11 x 24. In rm. 542.

8. S-103 [Weekly Reports of Daily Sales], Sept. 1, 1937--. 42,000 reports in 2 bundles and 10 f.d. (dated).

Carbon copies of weekly reports Form S-103 from store managers to county alcoholic beverage control boards, showing for each day by brand the number of bottles sold and cash amount of sales. Originals retained by county boards. Arr. alph. by county, chron. thereunder by date of report. No index. Hdw. on pr. fm. Bundles, 10 x 11 x 24; f.d., 13 x 11 x 24. In rm. 542.

For weekly reports of sales, see entry 6.

9. [REPORTS FROM OTHER STATES], 1937--. 25 reports in 1 f.d. Reports to State Board of Alcoholic Control from other states, explaining functions of their liquor control boards, and showing volume of business transacted, cost for maintenance, and cash profit realized. Arr. alph. by name of state. No index. Typed and printed. 13 x 11 x 24. In rm. 546.

Financial Records

10. [INVOICES], May 25, 1937--. 25,000 papers in 4 f.d. Carbon copies of invoices for shipments of alcoholic beverages from distillers to county alcoholic beverages control boards, showing date shipped, number of cases, and cost. Originals retained by county boards. Arr. alph. by name of distillers, chron. thereunder by date of invoice. No index. Typed on pr. fm. 13 x 11 x 24. 3 f.d. in rm. 542; 1 f.d. in rm. 546.

11. [MONTHLY REPORTS TO BUDGET BUREAU], May 25, 1937--. 1 post binder.

Monthly reports to the Budget Bureau as follows: Monthly Report on the Budget, Form B.B. 701, showing purpose and amount of expenditure; Monthly Report on Appropriation and Allotment, Form B.B. 7021, showing total appropriation, how allotted, total transactions, unexpended balance, outstanding obligations, and unencumbered allotment; Voucher Register, Form B.B. 801, showing voucher number, payee, purpose, and amount; Pay Roll, Form B.B. 8011, showing voucher number, payee, position, and amount; Voucher Register A/c Classification, Form B.B. 802, showing summaries of vouchers to date; Receipts Register, Form B.B. 804, showing date, receipt number, from whom, purpose, amount, and total; and Receipts Register A/c Classification, Form B.B. 805, showing summaries of totals to date. Also contains: departmental budget for biennium, Form B.B. 307; notification of allotments for quarter, Form B.B. 302; transmittal of the estimates, Form B.B. 1001; estimates of the amounts required for the biennium, Form

(12-15)

(Price Lists; Miscellaneous)

B.B. 1002; statement supporting Form B.B. 1002, Form B.B. 1004; and inter-office communication, Form B.B. 606-706. Arr. chron. by year; thereunder chron. by quarter; and thereunder chron. by month. No index. Typed on pr. fm. 201 pp. 10 x 12 x 1. In rm. 543.

12. AUDIT REPORTS, Sept. 30, 1937--. 190 papers in 1 f.d. Carbon copies of quarterly audits of each county store system, made by respective county board. Originals retained by county boards. Arr. alph. by county, chron. thereunder by date audit was made. No index. Typed. 13 x 11 x 24. In rm. 542.

Price Lists

13. [PRICE LISTS], Jan. 1, 1939. 68 papers in 1 f.d. and 1 post binder. Quotations, Form D-101, submitted by distilleries to State Board of Alcoholic Control, showing current delivered case prices on alcoholic beverages. Arr. alph. by name of firm. No index. Typed on pr. fm. F.d. 13 x 11 x 24, post binder, 11 x 13 x 2. In rm. 542. For retail price lists, see entry 2.

Miscellaneous

14. PERSONAL MAIL, PAYROLL, APPLICATIONS, PERMITS, ALLOTMENTS, RULES, AND REGULATIONS, May 25, 1937--. 1,600 papers in 1 f.d. Applications for positions with alcoholic beverages control system; permits to distillers to sell liquors to State Board of Alcoholic Control; correspondence between distillers and State Board of Alcoholic Control concerning the issuing of permits to sell liquors to said board; bulletins on rules and regulations for sale of liquor in North Carolina, compiled by State Board of Alcoholic Control for distribution to county boards, county stores, and interested parties. No pay rolls contained. No obvious arr. No index. Typed, hdw. on pr. fm., typed on pr. fm. 13 x 11 x 24. In rm. 546.

15. MISCELLANEOUS FILE, May 25, 1937--. 2,400 papers in 1 f. d. Correspondence between State Board of Alcoholic Control and various distillers concerning advertising; analysis reports on liquors submitted by distillers; lists of contraband liquor confiscated by state enforcement officers showing county and township in which captured, amount, nature, and estimated value of liquor, and names of officers effecting the confiscation; lists of enforcement officers and reports of inspectors of State Board of Alcoholic Control; lists of all liquor cases brought before courts with disposition of case; copies of acts of Legislature affecting liquor control; filled-in questionnaires returned from distillers concerning financial standing of concern and quality, prices, and analyses of products; freight bills on shipments of liquor; wholesale price lists from approved distillers from whom no purchases have been made; record of total sales of Virginia Alcoholic Beverages Control System for 1936; correspondence between State Board and Johnston County Alcoholic Beverages Control Board relative to establishment of a store at Four Oaks, N. C. No obvious arr. No index. Typed, typed on pr. fm., and typed on pr. hds. 13 x 11 x 24. In rm. 546.

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THE STATE

IN SENATE

January 10, 1901

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