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INVENTORY OF
FEDERAL ARCHIVES
IN THE STATES

SERIES XII.
THE VETERANS' ADMINISTRATION
NO. 17.
LOUISIANA

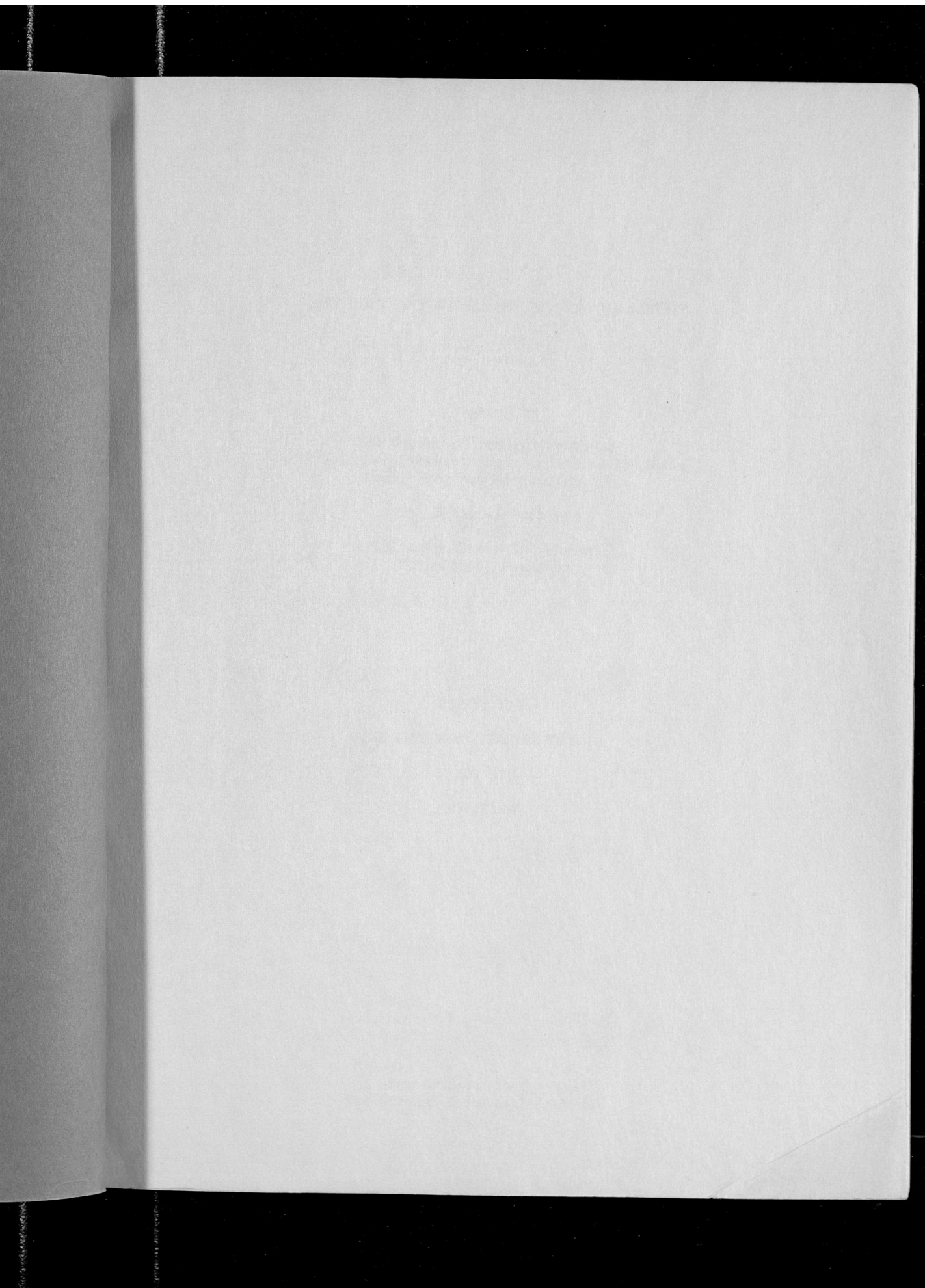
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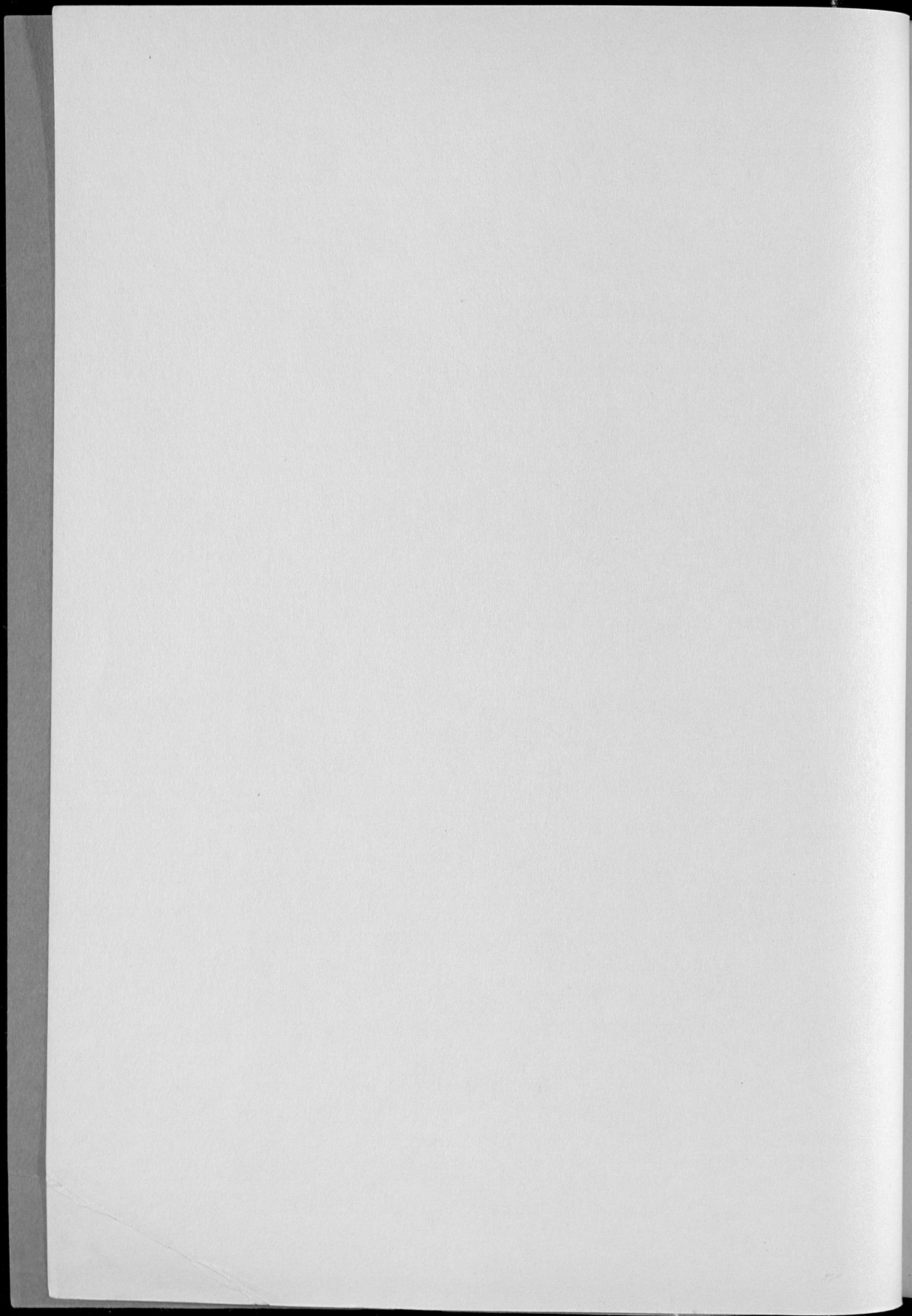
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The Survey of Federal Archives
INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Philip M. Hamer, National Director
Stanley C. Arthur, State Supervisor

Prepared by

The Survey of Federal Archives
Division of Professional and Service Projects
Works Progress Administration

The National Archives
and
Louisiana State University
Cooperating Sponsors

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner
Aime S. Hammond, State Director
SERIES XII.

THE VETERANS' ADMINISTRATION

NO. 17.

LOUISIANA

WORKS PROGRESS ADMINISTRATION

F. C. Harrington, Commissioner
James H. Gardner, State Administrator

New Orleans, Louisiana
The Survey of Federal Archives
1940

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Philip M. Hamer, National Director
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NO. 17

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F. C. Harrington, Commissioner
James H. Crutcher, State Administrator

New Orleans, Louisiana
The Survey of Federal Archives
1939

PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued in Louisiana since that date as a state project of that Administration and of the Work Projects Administration with Louisiana State University as its local sponsor.

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

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

In Louisiana the work of the Survey has been under the direction of Mr. Stanley C. Arthur since its inception. This Inventory of the records of the Veterans' Administration in Louisiana was prepared in the New Orleans office of the Survey under the direction of Mrs. Norris Fazekas, editor-in-chief and assistant state supervisor, and was edited before final typing by Miss Elizabeth Edwards of the Washington office.

Stanley C. Arthur
State Supervisor
Survey of Federal Archives
in Louisiana

New Orleans, Louisiana
February, 1940

CONTENTS

	Page
ALEXANDRIA	
Veterans' Administration Facility.....	1
Administrative Division.....	1
Personnel Unit.....	7
Finance Division.....	8
Medical Division.....	11
Admitting Unit.....	11
Dental Clinic.....	13
Dietitian's Office.....	14
Laboratory and Clinical Unit.....	15
Library.....	21
Social Service Unit.....	22
Supply and Utility Divisions.....	22
NEW ORLEANS	
Veterans' Administration Regional Office.....	27
Administrative Division.....	28
Adjudication Division.....	31
Chief Attorney, Office of the.....	32
Finance Division.....	33
Medical Division.....	35
Supply Division.....	38

VETERANS' ADMINISTRATION

ALEXANDRIA

VETERANS' ADMINISTRATION FACILITY

- (A) Administrative Bldg. 1
- (B) Administrative Bldg. 2
- (C) Administrative Bldg. 3
- (D) Administrative Bldg. 4
- (E) Recreation Hall

This Facility succeeded the Alexandria Hospital which was established in April 1919, under the U. S. Public Health Service, and was used primarily for tubercular patients. In 1921, the Alexandria Hospital was placed under the U. S. Veterans' Bureau. In May 1928 all the buildings were demolished and were replaced by sixteen new buildings which were completed in 1929, and the hospital was reopened on December 2nd. Upon the establishment of the Veterans' Administration in June 1930, the hospital was transferred to this Administration as the Alexandria or Pineville Facility.

The records have been arranged by the divisional organization of the Facility. Records are complete for the period since 1929. There are many records of the Algiers Hospital and the Alexandria Hospital Clinic dated 1921 - 1929, American Red Cross records dated 1926 - 1931, and X-ray negatives dated 1919 - 1929. Useless papers are destroyed by permission from Washington headquarters. Records of closed cases and original personnel records of employees holding centralized positions are in Washington. All other records are retained.

X-ray negatives of patients are not included in this Inventory. There were, at the time of survey, 83,209 of these negatives in the File Room of Bldg. B, awaiting destruction.

Old files of this Facility are in storage at the Perry Point, Md., Supply Depot. See the Inventory of the Veterans' Administration in Maryland for a description of them.

Administrative Division

1. RECORD OF HOSPITAL PATIENTS IN ALEXANDRIA HOSPITAL, Apr. 19, 1920-Mar. 17, 1928. Showing name of each patient, registry number, age, nativity, dates of admission and discharge, disease or injury, diagnosis number and remarks. (Never.) 14 x 17 vol., 1 in., on shelf of wooden cabinet. Dirty, torn, binding broken. Record room (Bldg. A). (21)
2. ALGIERS' HOSPITAL OUT-PATIENT RECORDS, Sept. 1, 1921 - Dec. 1, 1929. Records of physical examinations and laboratory tests, and miscellaneous correspondence. Arranged alphabetically. (Inactive file,

never.) 8 x 10 1/2 folders, 6 ft. 6 in., in 3 open wooden boxes, W. wall. Brittle, dirty, ink faded. Basement 1 (Bldg. A). (137)

3. DISCHARGE CARDS OF ALGIERS PATIENTS TRANSFERRED TO ALEXANDRIA HOSPITAL, Dec. 1921 - Dec. 1929. Showing patient's name, address, age, compensation, registration number, military status, ward, date admitted and date discharged. (Occasionally, official.) 3 x 5 cards, 9 ft. 4 in., in 10 drawers of wooden card cabinets. Record Room (Bldg. A). (10)

4. RED CROSS RECORDS, Jan. 1, 1926 - Jan. 24, 1931. Miscellaneous correspondence, recreational reports, and vouchers of Red Cross funds. (Seldom, official.) 8 x 10 1/2 folders, 1 ft. 8 in., in drawer of wooden filing case. Office (Bldg. E). (219)

5. MISCELLANEOUS REPORTS, GUARD BOOKS, AND PATROL DUTY RECORDS, Dec. 1, 1929 - June 30, 1935. Guard books with record of patrol duty, record books of patients and visitors entering or leaving grounds, watch clock records, telephone reports of outside calls, records of meals served patients, of weekly menus, and of ration expenses, maintenance and repair requests, daily and annual reports on in-patients, and attendance records of chief engineer and labor foreman. Awaiting destruction. (Inactive file, never.) 8 x 10 1/2 folders, vols. (5), bundles (7), and 5 x 8 note books (12), 5 ft. 1 in., in open wooden box. Brittle, dirty, ink faded. Basement 1 (Bldg. A). (145)

6. BUSINESS ADMINISTRATION REGULATIONS, Dec. 1929 to date. Bulletins, director's decisions, general orders, circulars, instructional letters, administration orders, regulation and service letters. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in drawer of wooden filing case. Manager's office (Bldg. A). (54)

7. CORRESPONDENCE AND REPORTS, Dec. 1929 to date. Copies of correspondence on personnel dating from July 1935; and original inspection reports (from Dec. 1929). Arranged chronologically. (Daily, confidential.) 8 x 10 1/2 folders, 1 ft. 6 in., in drawer of wooden filing case. Manager's Office (Bldg. A). (53)

8. FILE OF PATIENTS IN HOSPITAL, Dec. 1929 to date. Record of name, address, age, ward, marital status, register number, and date of admission. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 3 in., in 2 drawers of wooden card cabinet. Manager's Office (Bldg. A). (57)

9. GENERAL CORRESPONDENCE, Dec. 1929 to date. Copies of field service receipts and schedules of collections, and letters. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 6 1/2 in., in drawer of wooden filing case. Manager's Office (Bldg. A). (56)

10. INDEX OF DISCHARGED IN-PATIENTS, Dec. 1, 1929 to date. Each card showing name, address, age, compensation and register numbers, rank and organization, date admitted and date discharged. Originals and duplicates; duplicates are given to in-patients by information office.

Arranged alphabetically. (Originals, daily, official; duplicates, never.) 3 x 5 cards, 22 ft. 8 in., in 10 drawers of wooden and 2 drawers of steel card cabinets. Record Room (Bldg. A). (7, 9)

11. JOB REQUESTS, Dec. 1929 to date. VA Form 3213A, showing work desired by job requests Nos. 5507 to 11,400; and record of repairs and materials utilized throughout the station, M and R records 105 - 258. Arranged chronologically and numerically. Vol. index (2). (Daily, official.) 8 x 10 1/2 folders, 1 ft. 10 in., in drawer of steel filing case. Business Manager's Office (Bldg. A). (36)

12. MISCELLANEOUS CORRESPONDENCE ON VETERANS' REGULATIONS, Dec. 1929 to date. Covering schedules of collections, field service receipts, regulations 1 - 12, and station orders. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 8 in., in drawer of wooden filing case. Manager's Office (Bldg. A). (55)

13. OUT-PATIENT'S EXAMINATION, Dec. 1929 to date. Records of laboratory, X-ray, and physical examinations, duplicate copies. Arranged alphabetically. (Daily, official.) 8 x 11 1/2 folders, 9 ft. 10 in., in 21 drawers of wooden filing cases and 4 drawers of steel transfer case. Record Room (Bldg. A). (13)

14. RECORD OF DISCHARGED OUT-PATIENTS, Dec. 1, 1929 to date. Record of discharged out-patients who came for examination for insurance or compensation; each card lists name, address, age, register number, and dates of admittance and discharge. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 10 1/2 in., in 2 drawers of wooden card cabinet. Record Room (Bldg. A). (8)

15. REPORTS OF DISCHARGED PATIENTS AND MISCELLANEOUS CORRESPONDENCE, Dec. 1, 1929 to date. Reports of discharged patients, letters pertaining to transmittance, records of deaths, contracts for prosthetic appliances, and miscellaneous correspondence; original death records sent direct to office in Washington, duplicates kept here. (Occasionally, official.) 8 x 10 1/2 folders, 2 ft. 5 in., in open wooden box. Basement (Bldg. A). (142)

16. RECORD BOOK, Apr. 21, 1930 - Feb. 5, 1936. Record of clothing of in and out-patients, both living and deceased, with dates of admission, register numbers 1 - 11,035, and of discharges. (Inactive file, never.) 10 1/2 x 16 vol., 1 1/2 in., on open wooden shelf. Dirty, torn, binding broken, ink faded. Patients' clothing office (Bldg. D). (205)

17. GENERAL CORRESPONDENCE, July 1, 1930 to date. Covering orders, instructions, decisions, bids and contracts from Veterans' Administration in Washington, absentees' reports, fire marshal's weekly reports, packing house reports, laboratory examinations on milk and cream, subsistence activities, and weekly menus (all originals). (Daily, official.) 8 x 10 1/2 folders, 3 ft. 10 in., in 2 drawers of steel filing case. Business Manager's Office (Bldg. A). (34)

18. GOVERNMENT REQUEST FOR MEAL OR LODGING, July 1, 1930 to date.

VA Form 3266B, showing name of patient, date and service authorized; each sheet contains four requests comprising approximately 1,300 individual requests; original to client, duplicate to finance office, triplicate kept here. Filed chronologically. (Occasionally, official.) 8 x 18 sheets, 3 in., on Shannon file. Transportation Office (Bldg. A). (45)

19. RECORD OF REFERENCE INSTRUCTIONS, July 1, 1930 to date. Bulletins and printed matter of instructions. (Daily, official.) 3 x 5 cards, 1 ft. 2 in., in drawer of card cabinet. Business Manager's Office (Bldg. A). (40)

20. MISCELLANEOUS CORRESPONDENCE, RECORDS, AND REPORTS, Jan. 1, 1931 to date. Correspondence, station memo review of moving pictures, quarterly requisitions, and reports of Junior Red Cross chapters. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 3 in., in drawer of wooden filing case. Office (Bldg. E). (218)

21. RECORDS OF JOB REQUESTS, July 1, 1931 to date. Record of jobs completed (1 vol.) and job requests for maintenance and repairs (3 vols.) (Daily, official.) 8 1/2 x 11 vols. (4), 4 in., on 2d shelf of open wooden cabinet. Business Manager's Office (Bldg. A). (37)

22. DAILY TRANSPORTATION REPORTS AND TRAVEL ORDERS, Jan. 21, 1932 - Sept. 30, 1935. Standard Form 1030; duplicate copies of reports to finance office of transportation issued daily to in and out-patients for period Jan. 21, 1932 - Sept. 26, 1935; and triplicate copies of travel orders for period July 1, 1934 - Sept. 30, 1935. (Inactive file, never.) 8 x 10 1/2 folders, 1 ft. 4 in., in open wooden box. Basement 1 (Bldg. A). (194)

23. CREDIT AND ISSUE SLIPS, July 1, 1932 - May 21, 1936. Covering property (originals and duplicates). (Daily, official.) 4 x 8 1/2 slips, 1 in., on shelf in closet. Business Manager's Office (Bldg. A). (41)

24. COPIES OF REQUESTS, Jan. 9, 1933 - Dec. 5, 1935. Standard Form 1030, regular transportation requests, showing date, destination, name, and address of in-coming and out-going patients; original to finance office, duplicate to Washington, triplicate to transportation files. (Inactive file, seldom, official.) 5 x 8 sheets, 8 in., in open wooden box. Basement 1 (Bldg. A). (212)

25. MISCELLANEOUS CORRESPONDENCE, Mar. 1933 - June 1934. Pertaining to ex-patients, and to no-record patients entered (originals and duplicates). (Occasionally, official.) 8 x 10 1/2 folders, 3 in., in drawer of filing case. Record Room (Bldg. A). (15)

26. TELEGRAMS, Mar. 1933 - June 1934. Useless copies of telegrams which custodian has requested permission to destroy. (Dead file, never.) Filed chronologically by months. 7 x 8 1/2 packages (16), 9 in., in drawer of wooden filing case. Record Room (Bldg. A). (14)

27. REQUESTS FOR MEALS AND LODGING, May 1, 1933 - June 30, 1934. Each request showing name of patient, registration number, and request for meals or lodging; five requests on each sheet. (Seldom, official.) 8 x 16 sheets, 8 in., in wooden box. Basement (Bldg. A). (149)
28. REQUESTS FOR SPECIAL TRANSPORTATION, June 14, 1933 to date. Each report showing name, date and service provided for each in-patient and out-patient, and amount allowed. (Occasionally, official.) 8 x 18 sheets, 2 ft., on Shannon files. (Bldg. A). (46)
29. PERSONNEL TRAVEL RECORDS, Apr. 22, 1934 to date. Record of employees' transportation with date of issue, number and disposition. (Seldom, official.) 5 x 8 cards, 1/2 in., in drawer of wooden card cabinet. Transportation Office (Bldg. A). (44)
30. CORRESPONDENCE ON TRANSPORTATION, May 6, 1934 - Dec. 6, 1935. Requests for transportation to and from hospital. Arranged chronologically. (Inactive file, seldom, official.) 8 x 10 1/2 folder, 2 in., in wooden box. Basement 1 (Bldg. A). (150)
31. RECORD OF EXPENDITURE SCHEDULE AND PURCHASE ORDERS, June 18, 1934 to date. Records of incompetent patients' funds, requisitions for clothing, cigarettes and cash. (Daily, official.) 8 1/2 x 11 vol., 1 in., on open wooden shelf. Business Manager's Office (Bldg. A). (38)
32. TELEGRAMS, July 1934 - Apr. 1936. Medical and administrative telegrams. Filed chronologically by calendar months. (Seldom, official.) 7 x 8 1/2 packages (21), 1 ft., in drawer of steel filing case. Record Room (Bldg. A). (17)
33. RECORD OF CLOTHING FOR DISCHARGED AND DECEASED PATIENTS, July 1, 1934 to date. Record of discharged and deceased patients' clothing and personal effects. Filed alphabetically and chronologically. (Inactive file, seldom, official.) 8 x 10 1/2 folders, 2 ft. 11 in., in 2 open wooden boxes. Patients' Clothing Office (Bldg. D). (202)
34. CORRESPONDENCE, RECORDS AND REPORTS ON RECEIPTS AND DISBURSEMENTS, May 14, 1935 to date. Letters, schedules of disbursements and collections, paid vouchers, classified and unclassified receipts for salary checks, G-series field service requests, meal tickets, correspondence with Treasury Department, registration reports and miscellaneous letters. (Daily, official.) 8 x 10 1/2 folders, 10 in., in drawer of wooden desk. Transportation Office (Bldg. A). (48)
35. RECEIPTS FOR SALARY CHECKS, May 18 - Dec. 31, 1935. Receipts issued for employees' salary checks (originals and duplicates). (Inactive file, never.) 8 x 10 1/2 folders, 4 in., in open wooden box. Basement 1 (Bldg. A). (193)
36. LEDGER, RECEIPTS, AND DISBURSEMENTS OF CASH, May 28, 1935 to date. Standard Form 1014M, system of accounts, showing money received and paid out, and balance on hand, from which is rendered a quarterly report

to regional disbursing offices of the Treasury Dept. Arranged chronologically. (Frequently, official.) 11 1/2 x 17 vol., 1/16 in., on filing cabinet. Transportation Office (Bldg. A). (50)

37. STATION REPORTS, July 1935 to date. Monthly, semiannual and annual reports, consisting of VA Forms 2612, laboratory physcotherapy; 6015, mechanical utilities; 6007, librarian and laundry operation; 1281, trip records; 2686, X-ray; and maintenance and repairs. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 11 in., in drawer of steel filing case. Business Manager's Office (Bldg. A). (35)

38. GUARD BOOKS, Sept. 27, 1935 to date. Record of traffic to and from hospital, and inspection of the patrol. (Occasionally, official.) 8 1/2 x 11 vols. (4), 4 in., in drawer of wooden desk. Business Manager's Office (Bldg. A). (39)

39. CORRESPONDENCE AND TRAVEL ORDERS, Oct. 1, 1935 to date. Triplicates of travel orders on in-coming and out-going patients, used in making monthly report, and out-going and in-coming letters on same. Travel orders filed by calendar month, letters filed chronologically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 5 in., in drawer of wooden filing case. Transportation Office (Bldg. A). (42)

40. REGULAR REQUESTS FOR TRANSPORTATION, Dec. 3, 1935 to date. Standard Form 1030, showing date, service authorized, name and number of client, and amount allowed, for 720 individual requests; made in triplicate; original to traveller, duplicate to Washington, triplicates kept here. (Occasionally, official.) 8 x 18 sheets, 3 in., on Shannon file. Transportation Office (Bldg. A). (47)

41. ACTIVE RECORD ON IN-PATIENTS' CLOTHING, Jan. 1, 1936 to date. Records of patients' clothing and personal effects; registration numbers from 216 to 11,894, with various gaps due to transfer or death. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in 2 drawers of steel filing case. Patient's Clothing Office (Bldg. D). (203)

42. DAILY REPORTS ON PATIENTS, Jan. 1, 1936 to date. Daily reports on patient's admission, transfer, leave of absence, and discharge, showing dates. Filed chronologically. (Daily, official.) 8 x 10 1/2 sheets, 1 1/2 in., on Shannon file on wall. Patients' Clothing Office (Bldg. D). (204)

43. REDUCED RATES, TRANSPORTATION REQUESTS, Apr. 6, 1936 to date. For reduction on railroads by Veterans' Administration beneficiaries traveling at their own expense. (Daily, official.) 5 x 8 vol., 1 in., in drawer of desk. Transportation Office (Bldg. A). (49)

44. RECORD BOOK, Apr. 27, 1936 to date. Of officer of the day on daily tour of inspection of mess and other activities. (Daily, official.) 8 x 10 1/2 vol., 1 in., on manager's desk. Manager's Office (Bldg. A). (58)

45. INDEX ON OUT-PATIENTS' REQUESTS FOR EXAMINATION, May 1, 1936 to

date. Requests (59) for physical examination by out-patients who have not yet been scheduled for examination, cards (20) on out-patients who have been authorized to come in for examination, and cards (40) on those who have been examined and whose reports are incomplete. (Daily, official.) 3 x 5 cards, 3 in., in drawer of wooden card cabinet. Manager's Office (Bldg. A). (59)

46. BUS AND TRAIN SCHEDULES, n. d. For transportation; kept up to date but are not dated. (Daily, official.) 3 x 5 cards, 9 in., in drawer of wooden card cabinet. Transportation Office (Bldg. A). (43)

Personnel Unit

47. SERVICE RECORD CARDS, POSITION RECORD CARDS, QUARTERS AND GARAGE SPACE RECORD CARDS, Apr. 22, 1919 to date. Form 7, service record, showing date of employment, qualifications, salary, and change in status; and records of position, quarters, assignments and garage space. (Daily, official.) 5 x 8 cards, 11 in., in drawer of wooden card cabinet. Personnel Office (Bldg. A). (73)

48. PERSONNEL FILE, c. 1921 - June 12, 1936. Records of oaths of office, personnel history statements, correspondence, efficiency reports and ratings. Arranged alphabetically. (Daily, confidential.) 8 x 10 1/2 folders, 12 ft., in 6 drawers of steel filing cases. Personnel Office (Bldg. A). (69)

49. INACTIVE PERSONNEL FILE, 1921 to date. Records on employees separated from service: oaths of office, personal history statements, correspondence, efficiency reports, and ratings. Arranged alphabetically. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in drawer of filing case. Personnel Office (Bldg. A). (70)

50. PERSONNEL JOURNAL, Apr. 10, 1926 to date. Form 4, record of administrative action and authority for all personal changes affecting all de-centralized persons; signed by manager, and used by finance office for information needed when making pay rolls; three copies to Washington and two copies to district civil service office; originals kept here. Filed alphabetically. (Weekly, official.) 12 x 19 vol., 2 in., on steel filing case. Personnel Office (Bldg. A). (72)

51. CLASSIFICATION SHEETS, 1929 to date. VA Form 3810, field classification sheet, and job description for purpose of classification of positions, kept separate in order to be readily accessible to supervisors and inspectors and are filed with personnel folder upon separation or transfer. (Daily, official.) 8 x 10 1/2 folder, 2 in., in drawer of wooden desk. Personnel Office (Bldg. A). (71)

52. MISCELLANEOUS CORRESPONDENCE, July 1, 1934 to date. Applications, salary estimates, memoranda, civil service, and other personnel authorization, general personnel letters and reports. (Daily, official.) 8 x 10 1/2 folders, 2 in., in drawer of filing case. Personnel Office (Bldg. A). (74)

53. CURRENT LEAVE RECORDS, Jan. 1, 1936 to date. VA Form 3225, individual record of leave of absence; VA Form 3227, record of employees' application for annual or sick leave. (Daily, official.) 5 x 8 cards, 10 in., in drawer of wooden card cabinet. Personnel Office (Bldg. A). (75)

Finance Division

54. MISCELLANEOUS REPORTS, Jan. 1, 1929 - July 7, 1935. Pertaining to schedule of disbursements, occupational therapy, liquidations pending, vouchers returned for correction and pay roll records. Arranged alphabetically. (Seldom, official.) 8 x 10 1/2 folders, 2 ft. 1 in., in wooden box. Basement 1 (Bldg. A). (208)

55. PATIENTS' REQUISITIONS FOR FUNDS, Dec. 1, 1929 - June 30, 1935. Patients' requisitions for funds, schedule collections, schedule disbursements, requisitions for clothing, cigarettes, and candy. Filed alphabetically. (Inactive file, never.) 8 x 10 1/2 folders, 1 ft. 4 in., in wooden box. Basement 1 (Bldg. A). (209)

56. PATIENTS' FUND CARDS, FIELD RECEIPTS, MEAL, AND LODGING TICKETS, Dec. 1, 1929 - July 1, 1935. Record of two audits, showing balance of patients' funds; field receipts, showing deposits, and dates of patients' funds; and out-patients requests for meals, and lodgings. Filed chronologically. (Inactive file, never.) 8 x 10 1/2 packages (101), 3 ft. 8 in., in wooden box. Basement 1 (Bldg. A). (211)

57. PAID REQUESTS, Dec. 1929 to date. VA Forms 3066, 3066A, 956, 956A, 957, and 957A, paid requests for meals, lodging and transportation by in-patients and out-patients (duplicates). (Daily, official.) 4 x 8 sheets, 3 in., in 3 drawers of wooden card cabinet. Finance and Accounting 1 (Bldg. A). (82)

58. REQUESTS FOR MEALS, LODGING AND TRANSPORTATION, Dec. 1929 to date. VA Forms 955A, meals, and 957A, transportation of in-patients and out-patients of facility. Filed chronologically. (Inactive file, never.) 4 1/2 x 5 bundles (9), 3 ft. 2 in., in open wooden box. Dirty, Basement 1 (Bldg. A). (120)

59. COPIES OF CORRESPONDENCE AND VOUCHERS, 1930; 1932 - 1935. Vouchers for meals, lodging, and transportation for in-coming and out-going patients; miscellaneous correspondence required on reimbursement claims of patients by central office. (Inactive file, occasionally, official.) 8 x 10 1/2 folders, 7 in., in drawer of steel transfer case. Basement 1 (Bldg. A). (132)

60. UNPAID REQUESTS, Jan. 1930 to date. VA Forms 3066, 3066A, 956, 956A, 957, 957A, for meals, lodging, and transportation by in-coming and out-going patients; originals in Washington; duplicate copies kept here. (Daily, official.) 8 x 10 1/2 sheets, 10 in., in drawer of wooden card cabinet. Finance and Accounting 1 (Bldg. A). (86)

61. FINANCE RECORD CARDS, July 1930 - June 30, 1935. Records of

money paid out for specific supplies on station, such as medicine and surgical instruments. (Inactive file, never.) 5 x 8 cards, 10 in., in open wooden box. Basement 1 (Bldg. A). (129)

62. ALLOTMENT LEDGERS, July 1, 1931 - June 30, 1935. VA Form 7015A, record of bills and payment of bills for supplies of station. Awaiting destruction. Filed chronologically. 10 x 15 packages (300), 1 ft. 2 in., in open wooden box 15. Basement 1 (Bldg. A). (128)

63. PATIENTS' DEPOSIT CARDS AND WITHDRAWAL VOUCHERS, June 1932 to date. Original deposit cards, and copies of vouchers; originals in Washington. Filed numerically, one folder for each month. (Daily, confidential.) 8 x 10 1/2 folders, 1 ft. 8 in., in drawer of steel filing case. Finance and Accounting 1 (Bldg. A). (81)

64. BUDGET INSTRUMENTS, July 1, 1932 - June 30, 1935. Copies of letters to central office of audit and information to local authorities on disbursements. Awaiting destruction. Filed chronologically. (Inactive file, never.) 8 x 10 1/2 folders and bundles (3), 1 ft. 2 in., in open wooden box 11. Basement 1 (Bldg. A). (126)

65. MISCELLANEOUS CORRESPONDENCE, July 1, 1932 to date. Pertaining to account of sale collections, authorization of funds, regional office correspondence, copies of pay roll vouchers, transfer of surplus property. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 10 in., in drawer of steel filing case. Finance and Accounting Office 1 (Bldg. A). (79)

66. PAY ROLL SHEETS, 1933 - 1934. Showing names, dates, amounts, and status of all employees in facility (duplicates). Awaiting destruction. (Inactive file, never.) 11 x 17 folders and bundles (9), 7 in., in wooden box 10. Basement 1 (Bldg. A). (125)

67. TRANSPORTATION MEMORANDA AND PURCHASE ORDERS, 1933 - 1935. Memoranda of transportation orders and cancellations, purchase orders and all instruments authorizing procurement of supplies. Filed chronologically and numerically. Awaiting destruction. (Inactive file, never.) 8 x 10 1/2 folders and 3 1/2 x 8 1/2 package, 1 ft. 2 in., in wooden box. Basement 1 (Bldg. A). (122)

68. COST ACCOUNTING RECORDS, May 1933 - June 30, 1935. Accounting records and records of instruments used in compiling cost accountant reports, and memo slips pertaining to accounting records. Filed by months. (Inactive file, never.) 5 x 8 bundles (62) and 8 x 10 1/2 folders, 5 ft. 6 in., in open wooden boxes. Basement 1 (Bldg. A). (121)

69. ACCOUNTS FOR SERVICE RENDERED EMPLOYEES OF CCC, June 1, 1933 - Mar. 1936. VA Form P-132, copy of statements of accounts for service rendered employees of CCC, such as examinations; dental bills and letters of transmittal with each application for hospitalization; statement of accounts sent to Washington for reimbursement. Filed alphabetically. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 8 in., in wooden box. Basement 1 (Bldg. A). (141)

70. REJECTED ABSTRACTS AND PROPOSALS, July 1, 1933 - June 30, 1935. Rejected abstracts and proposals from Armour and Co., Weiss and Goldring, City Fish Market, and Swift and Co. (originals). (Inactive file, never.) 8 x 10 1/2 sheets, 1 ft. 10 in., in open wooden box. Basement 1 (Bldg. A). (127)
71. SPECIAL ALLOTMENTS, July 1, 1933 to date. Copies of records of special allotments on construction and recreational work. Filed chronologically, each year alphabetically. (Inactive file, never.) 8 x 10 1/2 folders, 1 ft., in open wooden box. Basement 1 (Bldg. A). (124)
72. CONTRACTS FOR SUPPLIES AND SERVICES, May 1, 1934 - June 30, 1935. Contracts for supplies and services from various firms. Filed alphabetically. (Inactive file, never.) 8 x 10 1/2 folders, 1 ft. 10 in., in open wooden box. Basement 1 (Bldg. A). (123)
73. MEAL REQUESTS, June 1934 to date. VA Form 2684, authority for meals to be served to guests in hospital dining room at own expense. (Daily, official.) 3 x 5 cards, 7 in., in drawer of wooden card cabinet. Finance and Accounting 1 (Bldg. A). (83)
74. BUDGET ALLOTMENT LEDGER, July 1, 1934 to date. Standard Form 1015A, record of daily authorizations, payments, and liquidations. (Daily, official.) 11 x 19 1/2 vols. (3), 1 1/2 in., on wooden desk. Finance Office 2 (Bldg. A). (68)
75. REGISTER OF BUDGET ALLOTMENT LEDGER TRANSACTIONS, July 1, 1934 to date. Standard Form 1017C, blotter of Form 1015A. Same as serial abstract 68. (Daily, official.) 14 1/2 x 17 1/4 vol., 1 in., on desk. Finance Office 2 (Bldg. A). (65)
76. COST ACCOUNTING RECORDS, Oct. 1, 1934 - June 30, 1935. Property receipts, voucher register, storehouse issues, recapitulation of register (Standard Form 1015), allotments (Standard Form 1015A), station orders, job orders, credit vouchers, general and miscellaneous transaction and activities in station, pay roll allotments, and budget instruments. (Inactive file, never.) 8 x 10 1/2 folders and sheets, 1 ft. 6 in., in wooden box. Basement 1 (Bldg. A). (210)
77. FIELD RECEIPTS, Jan. 1935 to date. Standard Form 1028, P Series, record of cash receipts for patients' money deposited; original to patient; duplicate copies kept here. (Daily, official.) 4 x 8 sheets, 2 in., in drawer of wooden card cabinet. Finance and Accounting 1 (Bldg. A). (84)
78. BUDGET INSTRUMENTS, July 1, 1935 to date. Used to set up authorizations, payments and liquidations. Arranged by symbol numbers, and chronologically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 1 in., in drawer of wooden desk. Finance Office 2 (Bldg. A). (67)
79. CONTRACTS, COMPTROLLER GENERAL'S DECISIONS, HOSPITAL ORDERS AND MEMOS, REGULATIONS AND SERVICE LETTERS, July 1, 1935 to date. Records

of completed contracts, supply and services, service letters from Washington covering administrative activities, and orders of instruction to the personnel. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 11 1/2 in., in drawer of steel filing case. Finance Office 2 (Bldg. A). (62)

80. CONTRACTS OF SERVICE AND SUPPLIES, July 1, 1935 to date. Records of contracts for gas, laundry, and food. Arranged alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 5 in., in drawer of filing case. Finance Office 2 (Bldg. A). (61)

81. COPIES OF VOUCHERS, July 1, 1935 to date. Covering disbursement payments for supplies and services; originals in Washington; duplicate copies kept here. Filed alphabetically. (Daily, confidential.) 8 x 10 1/2 folders, 5 ft. 6 in., in 6 drawers of steel filing case. Finance Office 1 (Bldg. A). (80)

82. COST ACCOUNTING RECORDS, July 1, 1935 to date. Used to complete the cost accounting report at end of month. Filed chronologically by month. (Monthly, official.) 8 x 10 1/2 folders, 1 ft. 5 in., in drawer of steel filing case. Finance Office 2 (Bldg. A). (63)

83. REGISTER OF APPROPRIATION FUNDS, July 1, 1935 to date. Standard Form 1014, record of appropriations granted. Arranged chronologically. (Daily, official.) 11 x 17 vol., 1 in., on desk. Finance and Accounting 1 (Bldg. A). (87)

84. SALARY RECORD CARDS, July 1, 1935 to date. VA Form 993, salary record on employees' pay roll. (Daily, official.) 8 x 10 1/2 cards, 9 in., in drawer of wooden card cabinet. Finance and Accounting 1 (Bldg. A). (85)

85. SCHEDULE OF DISBURSEMENTS, July 1, 1935 to date. With copies of vouchers sent to New Orleans for payment. (Daily, official.) 8 x 10 1/2 sheets, 1/2 in., in drawer of desk. Finance Office 2 (Bldg. A). (64)

86. SPECIAL AUTHORITIES AND ABSTRACTS, July 1, 1935 to date. Records of special authority for construction and recreation allotments, and 130 abstracts of contracts pertaining to this station. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in drawer of steel filing case. Finance Office 2 (Bldg. A). (60)

87. TRANSIENT FILE, May 1936. Copies of purchase orders and other instruments, duplicate pay roll receipts, and issues for supplies; used to make monthly report. (Daily, official.) 8 x 10 1/2 sheets, 2 in., in drawer of wooden desk. Finance Office 2 (Bldg. A). (66)

Medical Division
Admitting Unit

88. AUTHORIZED ADMISSION OF PATIENTS, Nov. 25, 1925 to date. Papers

showing eligibility for compensation, financial status, medical certificate, authorized admission for hospital or domiciliary care, meals, bed and transportation. Filed alphabetically. Index; see serial abstract 175. (Daily, official.) 8 x 10 1/2 folders, 1 1/2 in., in file. Admitting Office (Bldg. B). (177)

89. DAILY REPORTS ON ADMISSION OF PATIENTS, Jan. 1, 1926 to date. Reports of admission and admissions pending, transfers, leaves of absence and discharges of patients. (Daily, official.) 8 x 10 1/2 and 8 x 12 1/2 sheets, 1 1/2 in., on Shannon file. Admitting Office (Bldg. B). (176)

90. RECORD CARDS OF INACTIVE PATIENTS, Dec. 1, 1929 - Dec. 1, 1933. Showing date of admittance, physical examination, treatment requests and date discharged. (Occasionally, official.) 3 x 5 cards, 8 ft. 4 in., in 9 drawers of card cabinets. Admitting Office (Bldg. B). (172)

91. ADMISSION RECORD BOOK, Dec. 1, 1932 to date. Record of name of each patient, date admitted, registration and ward numbers. (Daily, official.) 8 x 12 vol., 1 in., in drawer of desk. Admitting Office (Bldg. B). (170)

92. FORM P-10 FOR ADMISSION TO HOSPITAL AND CORRESPONDENCE ON SAME, Apr. 1933 to date. Correspondence regarding entrance to hospital, including diagnosis by home physician and army status of each patient (VA Form P-10). (Daily, official.) 8 x 10 1/2 sheets, 15 ft. 3 in., in drawer of steel filing case and 2 drawers of transfer case. Record Room (Bldg. A). (19)

93. ACTIVE ADMISSION CARDS, AND RECORDS OF DECEASED PATIENTS, Dec. 1, 1933 to date. Showing dates of admission and discharge, registered number, diagnosis, treatment, compensation, financial status, and identification number, for active patients; also record of deceased patients. Used as index to records represented by serial abstract 177. (Daily, official.) 3 x 5 cards, 11 1/2 in., in drawer of wooden card cabinet. Admitting Office (Bldg. B). (175)

94. RECORD CARDS OF IN-PATIENTS, Jan. 1, 1934 to date. Information concerning medical history of patient from date of entrance to time discharged. Arranged alphabetically. (Seldom, official.) 5 x 8 cards, 7 in., in drawer of card cabinet. Admitting Office (Bldg. B). (169)

95. APPLICATIONS FOR ADMISSIONS NOT ACCEPTED AND CIVIL SERVICE PHYSICAL EXAMINATIONS, June 1934 to date. Arranged alphabetically. (Occasionally, official.) 8 x 10 1/2 sheets, 5 in., in drawer of filing case. Record Room (Bldg. A). (18)

96. DAILY ADMITTANCE SHEETS OF PATIENTS, Jan. 1, 1936 to date. VA Form 2414A, showing name of patient, date admitted and request for examination. Filed alphabetically. (Daily, official.) 8 x 10 1/2 sheets, 3 in., on Shannon file. Admitting Office (Bldg. B). (168)

97. PATHOLOGICAL ELECTROCARDIOGRAPHIC RECORDS, Jan. 1, 1936 to date.

Records of physical examination, laboratory tests, and X-ray findings. (Daily, official.) 8 x 10 1/2 cards, on desk. Admitting Office (Bldg. B). (171)

98. INACTIVE OUT-PATIENTS' CARDS, Mar. 1, 1936 to date. Covering pathological laboratory examination and diagnosis. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 3 in., in drawer of card cabinet. Admitting Office (Bldg. B). (174)

99. AUTHORIZATION FOR PATIENTS' PHYSICAL EXAMINATIONS, June 1, 1936 to date. VA Medical Form 2514, medical authorization for patients' physical examination for purpose of applying for pension or compensation, with industrial and medical history. (Daily, official.) 8 x 10 1/2 sheets, 1 in., in Phoenix file. Admitting Office (Bldg. B). (173)

Dental Clinic

100. DENTAL RECORD A SHEETS, Jan. 1, 1929 to date. VA Medical Form 2570, active dental record charts, and active reports on this form; approved cases but work not started; syphilitic cases ready for examination; bed patients; VA Medical Form 2614, reports of charts on ward; and cases under daily treatment. (Daily, official.) 8 x 10 1/2 sheets, 1 ft. 4 in., in drawer of steel filing case. Dental Clinic (Bldg. B). (185)

101. MISCELLANEOUS CORRESPONDENCE, REPORTS, CHARTS, RECORDS FROM DENTAL CLINIC, Dec. 1, 1929 to date. Charts sent to regional office, with no receipts; dental record sheets with receipts; Form 2638, original record of alcohol and narcotics; correspondence on patients; out-patients' requests for examination, and treatment rendered; copies of reports on emergency treatment and authorization for same. (Daily, official.) 8 x 10 1/2 folders, 6 in., in drawer of steel filing case. Dental Clinic (Bldg. B). (180)

102. REQUISITIONS, JOB REQUESTS, INVENTORY AND LABORATORY DENTAL TESTS AND LEAVE OF ABSENCE, Dec. 1, 1929 to date. Requisitions for supplies; job requests; standard inventory lists, class 23, expendable, and nonexpendable; reports; laboratory Wasserman and Kahn determining tests; and leave schedules (VA Medical Form 2598). (Daily, official.) 8 x 10 1/2 folders, 6 in., in drawer of steel filing case. Dental Clinic (Bldg. B). (179)

103. ISSUE AND CREDIT SLIPS, STATION ORDERS, Dec. 29, 1929 to date. VA Forms 2598, issue slips on expendable property; 2598B, credit slips; 2598A, issue slips on nonexpendable property; and station orders from manager, with memoranda of orders sent to manager's office. (Frequently, official.) 3 x 6 slips and 8 x 10 1/2 folders, 1 in., in drawer of steel filing case. Dental Clinic (Bldg. B). (182)

104. RECORD OF DENTAL APPOINTMENTS, Dec. 1, 1934 to date. Records of dental appointments, showing name, claim, class, and services to in and out-patients; book 1, Dec. 1, 1934 - Feb. 29, 1936; book 2, Mar. 1,

1935 - Feb. 29, 1936; book 3, Feb. 29 - June 30, 1936. (Book 1, inactive, never; books 2 and 3, daily, official.) 5 x 10 1/2 vols. (3), 3 in., in drawer of filing case and on desk. Dental Clinic (Bldg. B). (186)

105. DAILY REPORT SHEETS, Jan. 1, 1935 to date. Showing name and date patient was either discharged or transferred. (Daily, official.) 8 x 10 1/2 and 8 x 12 sheets, 4 in., on Shannon file. Dental Clinic (Bldg. B). (181)

106. REPORTS OF DENTAL EXAMINATIONS, July 1, 1935 to date. Dental records of treatments, authorized, rendered or disapproved. Arranged alphabetically. (Daily, official.) 8 x 10 1/2 sheets, 8 in., in drawer of steel filing case. Dental Clinic (Bldg. B). (178)

107. EXPENDABLE DRUG PURCHASE RECORD BOOK, May 7, 1936 to date. Showing amount and kind of medicine purchased for use in dental clinic. (Daily, official.) 5 x 8 vol., 1/2 in., in drawer of desk. Dental Clinic (Bldg. B). (183)

108. DENTAL RECORD CHARTS, June 3, 1936 to date. VA Medical Form 2570, dental record charts of discharged patients or completed cases, transmitted to regional office each month (originals). (Daily, official.) 8 x 10 1/2 double sheet charts, 8 in., in drawer of steel filing case. Dental Clinic (Bldg. B). (184)

Dietitian's Office

109. MISCELLANEOUS CORRESPONDENCE AND RECORDS, Dec. 1, 1929 to date. Dietitian's reports and blanks, standard specifications from central office, receipts and vouchers for monthly expenditure, miscellaneous correspondence and old memoranda up to date. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 11 in., in drawer of steel filing case. Dietitian's Office (Bldg. D). (206)

110. PERSONNEL FILE, Dec. 1, 1929 to date. Record of employees' leaves of absence and discharges. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 3 in., in drawer of wooden card cabinet. Dietitian's Office (Bldg. D). (207)

111. GENERAL CORRESPONDENCE AND REPORTS, Jan. 1, 1933 to date. Correspondence on subsistence contracts, estimates, orders and memoranda on foods, and inventory of foods on hand. Filed chronologically. (Daily, official.) 5 x 8 and 8 x 10 1/2 sheets, 4 in., on 2 Shannon files. Dietitian's Office (Bldg. D). (213)

112. DEBIT AND CREDIT SLIPS ON EXPENDABLE AND NONEXPENDABLE PROPERTY, May 5, 1936 to date. VA Nonexpendable Form 2898-B, debit slip; VA Expendable Form 2598-A, credit slip containing receipt of articles, quantity and price of foods ordered, used or not used, and if not used to be returned to storeroom for credit to dietitian. (Daily, official.) 3 x 8 sheets, 4 in., on Shannon file. Dietitian's Office (Bldg. D). (214)

113. CONSOLIDATED DIET SHEETS, June 1, 1936 to date. VA Form 2603, diet sheet, showing total number of patients, ward number, diet prescribed by ward surgeon and approved by dietitian, and rough draft notebook with information for diet sheet. (Daily, official.) 3 x 5 vol. and 8 x 10 1/2 sheets, 1 1/2 in., on desk. Dietitian's Office (Bldg. D). (215)

Laboratory and Clinical Unit

114. PATHOLOGICAL CARDS ON DISCHARGED PATIENTS, ALGIERS HOSPITAL, ALGIERS, LA., 1921 - 1929. Showing dates admitted and discharged, diagnosis, name, date of birth and address of patient. (Occasionally, official.) 5 x 8 cards, 6 ft. 3 in., in 2 drawers of wooden card cabinet. Record Room (Bldg. A). (12)

115. CLINICAL RECORDS OF ALGIERS' HOSPITAL, AND CORRESPONDENCE, Sept. 1921 - Dec. 1929. Records of medical examinations, X-ray pictures, laboratory tests, dental reports, ward surgeons' and nurses' notes, letters on miscellaneous matter pertaining to same, and registration numbers 1 to 12,627, with few numbers out of file. Index in record clerk's office. (Frequently, official.) 8 x 10 1/2 folders, 3 1/4 ft. 2 in., in 145 open wooden boxes. Dirty, brittle, ink faded. Basement 1 (Bldg. A). (134)

116. OLD ALEXANDRIA HOSPITAL CLINICAL RECORDS, Sept. 1, 1921 - Dec. 1, 1929. Miscellaneous correspondence, physical examination, X-ray, laboratory, and dental reports, nurses' and ward surgeons' notes, and death records; originals of clinical records sent to regional office; originals of death records sent to central office in Washington; duplicate copies kept here. Arranged alphabetically. Index in record clerk's office. (Occasionally, official.) 8 x 10 1/2 folders, 16 1/4 ft. 8 in., in 28 open wooden boxes and 52 drawers of steel transfer cases. Dirty, brittle, ink faded. Basement 1 (Bldg. A). (135)

117. RECORD ON ACTIVE IN-PATIENTS AND OUT-PATIENTS, Jan. 1, 1929 - June 29, 1934. Record of each name and registration number, date of patients' registration for physical examination, and X-ray diagnosis. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 ft. 3 in., in 9 drawers of wooden card cabinet. X-ray Laboratory (Bldg. B). (148)

118. MISCELLANEOUS CORRESPONDENCE AND TISSUE REPORTS, Jan. 1, 1929 to date. Miscellaneous correspondence on requisitions for antigen pathological tests, with records of tissue reports and Wassermann tests. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 3 ft. 8 in., in drawer of steel filing case. Pathological Laboratory (Bldg. B). (157)

119. PATHOLOGICAL CARDS ON DISCHARGED PATIENTS, ALEXANDRIA, 1929 to date. Each card has date of admission, date of discharge, diagnosis, name, date of birth, address of patient, and number of days spent in hospital. Arranged alphabetically. (Occasionally, official.) 5 x 8 cards, 6 ft. 3 in., in 5 drawers of wooden card cabinet. Record Room (Bldg. A). (11)

120. ACTIVE RECORDS OF IN-PATIENTS IN HOSPITAL, Dec. 1, 1929 to date. VA Medical Form 2580, index to register of patients, giving name, address, nearest relative, register number and date of admission. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 8 in., in drawer of steel card cabinet. Clinical Clerk's Office. (Bldg. A). (27)

121. ACTIVE REPORTS, X-RAY LABORATORY, Dec. 1, 1929 to date. Cover X-ray findings on films Nos. 1 to 11,000. Filed numerically. Index in Pathological Laboratory Office. (Daily, official.) 8 x 10 1/2 sheets, 7 in., in 4 drawers of steel filing case. X-ray Laboratory (Bldg. B). (151)

122. CLINICAL RECORD OF DISCHARGED PATIENTS, Dec. 1, 1929 to date. Record of discharged patients' physical examinations, X-ray laboratory tests, surgeons' reports on operations, nurses' and ward surgeons' daily notes, and miscellaneous correspondence. Filed numerically by registration numbers 1 - 10,936. Index in record room. (Occasionally, official.) 8 x 10 1/2 folders, 396 ft. 6 in., in 183 open wooden boxes. Basement 1 (Bldg. A). (133)

123. CORRESPONDENCE ON PATIENTS IN HOSPITAL, Dec. 1929 to date. Correspondence, birth sheets, travel orders, applications for admissions, and medical examination records; annual report is made on these records and sent to Washington. (Daily, official.) 8 x 10 1/2 folders, 10 ft., in 8 drawers of steel filing cases. Clinical Clerk's Office (Bldg. A). (22)

124. DAILY REPORTS AND MISCELLANEOUS CORRESPONDENCE, Dec. 1, 1929 to date. Correspondence and daily reports showing number of patients in each ward of hospital, number of admissions, discharges, and transfers; copy sent to each ward and one to office. Filed chronologically and arranged by calendar months. (Never.) 8 x 10 1/2 folders, 2 ft. 5 in., in wooden box. Dirty, brittle. Basement 1 (Bldg. A). (144)

125. DISCHARGED IN-PATIENTS PATHOLOGICAL REPORTS, Dec. 1, 1929 to date. Showing name, registered number, diagnosis, and dates of treatment and discharges. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 7 in., in drawer of steel filing case. Pathological Laboratory (Bldg. B). (153)

126. LABORATORY CLINICAL RECORDS, Dec. 1, 1929 to date. Records of blood count, Wilder test for typhoid and blood culture of patient, showing registration and ward numbers. Filed alphabetically. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 1 in., in drawer of steel filing case. X-ray Laboratory (Bldg. B). (147)

127. NAMES OF DONORS OF BLOOD FOR TRANSFUSION, Dec. 1, 1929 to date. Name of available donor, address, and type of blood. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 1/2 in., in 4 drawers of wooden and steel card cabinets. Pathological Laboratory (Bldg. B). (154)

128. OLD ALEXANDRIA HOSPITAL OUT-PATIENTS' RECORDS, Dec. 1, 1929 to

date. Miscellaneous correspondence, physical examinations, X-ray laboratory tests, nurses' and ward surgeons' daily notes. (Inactive file, seldom, official.) 8 x 10 1/2 folders, 5 ft. 6 in., in 3 drawers of wooden transfer case. Brittle, bindings broken, ink faded. Basement 1 (Bldg. A). (136)

129. PATHOLOGICAL FILES, Dec. 1, 1929 to date. An alphabetical list of diseases, with register number of patient, date of admission and discharge, diagnosis of patient's disease, such as tuberculosis, pneumonia, dental abscess, and appendicitis. (Inactive file, occasionally, official.) 5 x 8 cards, 7 ft., in open wooden box. Brittle, dirty, ink faded. Basement 1 (Bldg. A). (143)

130. RECORD OF DOMICILIARY OR HOSPITAL CARE REPORT, Dec. 1929 to date. VA Medical Form 2593, record of every patient in hospital, showing name, address, register number, and date of admission of in-patients. (Daily, official.) 5 x 8 cards, 1 ft. 6 in., in 2 drawers of wooden and steel filing case. Clinical Clerk's Office (Bldg. A). (32)

131. RECORD OF LABORATORY X-RAYS OF IN-PATIENTS, Dec. 1, 1929 to date. VA Form 2614H, showing patient's name, compensation, registered number, race, diagnosis, and treatment. Arranged alphabetically. (Occasionally, official.) 3 x 5 cards, 1 ft., in 2 drawers of wooden and steel card cabinets. X-ray Laboratory (Bldg. B). (152)

132. RECORD OF PATIENTS WHO HAVE BEEN X-RAYED, Dec. 1, 1929 to date. Showing name of patient, registration number, when admitted, and diagnosis of X-ray findings. Filed alphabetically. (Daily, official.) 5 x 8 cards, 8 in., in drawer of wooden cabinet. X-ray Laboratory (Bldg. B). (146)

133. REGISTER OF ALL PATIENTS, Dec. 1929 to date. Record of each registration number, date of admittance, name, class of beneficiary, authority for admission, and date of disposition. (Daily, official.) 9 x 14 and 11 x 16 vols. (2), 3 in., in drawer of wooden desk. Clinical Clerk's Office (Bldg. A). (28)

134. DEATH RECORDS OF PATIENTS, Dec. 19, 1929 to date. Showing record of patients death, date of death, and disposition of body. Arranged chronologically. (Daily, official.) 5 x 8 vols. (2), 1 1/2 in., in drawer of wooden desk. Clinical Clerk's Office (Bldg. A). (29)

135. INACTIVE CARDS, Jan. 1, 1930 to date. VA Medical Form 2611, showing name, registration and compensation numbers, record of treatment prescribed and rendered to patients in hospital. (Seldom, official.) 3 x 5 cards, 4 ft. 5 1/2 in., in drawer of wooden card cabinet. Physiotherapy Department (Bldg. C). (217)

136. MISCELLANEOUS CORRESPONDENCE, MONTHLY REPORTS, AND STATION ORDERS, July 7, 1930 to date. Miscellaneous correspondence and monthly reports showing number of patients carried over from previous month, new patients, number of patients released from supervision, and number of

patients remaining under medical treatment. (Daily, official.) 8 x 10 1/2 folders, 6 in., in drawer of steel filing case. Occupational Therapy Office (Bldg. C). (188)

137. LABORATORY AND CLINICAL RECORDS, Jan. 1, 1931 - June 30, 1935. Showing objective symptoms, treatment prescribed by surgeon, X-ray and physical examinations, and dental laboratory records. Filed alphabetically. (Daily, official.) 8 1/2 x 10 1/2 folders and sheets in 4 drawers of steel filing cases. Receiving Wards 2C and 2A (Bldg. B). (222)

138. REPORTS AND ORDERS FOR ALCOHOL AND NARCOTICS DISPENSED IN WARD 2D, Dec. 1, 1931 to date. Twenty-four hour order records of treatment prescribed and rendered to patients for narcotics and alcohol. (Daily, official.) 5 1/2 x 8 and 8 x 10 1/2 vols., 2 in., on desk. Office, Ward 2D (Bldg. B). (223)

139. MATERIAL ISSUE SLIPS AND RECORD RECEIPTS FOR OCCUPATIONAL THERAPY PATIENTS, Jan. 1, 1932 to date. Records of articles made by patients in Occupational Therapy; itemized statement of material issued to patients and receipts for any articles sold. Filed chronologically and numerically, sheets 2,117 - 9,956. (Daily, official.) 3 x 8 1/2 and 8 x 10 1/2 folders, sheets, and packages, 8 ft. 2 in., in 2 drawers of steel filing cases. Occupational Therapy Office (Bldg. C). (189)

140. NAMES OF APPLICANTS FOR DOMICILIARY OR HOSPITAL CARE, Apr. 24, 1933 to date. Record of names of all veterans applying for domiciliary or hospital care, date, address, and military status. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 29 ft., in drawers of wooden and steel card cabinets. Clinical Clerk's Office (Bldg. A). (26)

141. FILE ON ACTIVE IN AND OUT-PATIENTS' PHYSICAL EXAMINATIONS, Jan. 1, 1934 to date. Pathological laboratory examinations and diagnoses of in and out-patients for clinical purposes. Filed alphabetically. (Daily, official.) 5 x 8 cards, 7 in., in drawer of wooden card cabinet. Pathological Laboratory (Bldg. B). (156)

142. WARD SURGEONS' AND NURSES' NOTES, RECORDS AND CHARTS, Jan. 1, 1934 to date. Record of indigent patients' requests for supplies; diet sheets, morning reports, record of narcotics issued to patients, and weight and temperature charts. (Daily, official.) 8 x 10 1/2 sheets, 2 1/2 in., on steel file board in cabinet. Office, Ward 2E (Bldg. B). (226)

143. FILES ON PATHOLOGICAL EMPLOYEE PATIENTS, July 1, 1934 to date. Record of name, address, date of diagnosis, treatment and discharge; for use in local station. (Daily, official.) 5 x 8 cards, 6 in., in drawer of card cabinet. Pathological Laboratory (Bldg. B). (155)

144. CORRESPONDENCE AND APPLICATIONS FOR ADMISSION, Oct. 1934 to date. Correspondence and applications of veterans awaiting admission; and VA Form P-10, application for domiciliary or hospital care. (Daily, official.) 8 x 10 1/2 sheets, 1 ft. 3 in., in drawer of steel filing

case. Clinical Clerk's Office (Bldg. A). (23)

145. OUT-PATIENTS EXAMINED, Nov. 1934 to date. Out-patients' record of date of schedule, address and date of examination. (Daily, official.) 3 x 5 cards, 1 ft. 2 1/2 in., in drawers of wooden and steel card cabinets. Clinical Clerk's Office (Bldg. A). (25)

146. RECORD OF ALCOHOLIC AND NARCOTIC ORDERS, WARD 2C, DAY AND NIGHT REPORT, WARDS 2A AND 2C CLOTHING ISSUE, Dec. 28, 1934; Jan. 18, 1936 to date. Showing date, name of narcotic or alcohol ordered, directions, surgeons' orders, nurses administering drug, clothing, linens and supplies issued, report of day and night treatment prescribed and rendered; drugs ordered each day in station. Arranged chronologically. (Daily, official.) 5 x 8 and 8 x 11 vols. (5), 4 in., on desk. Office, Wards 2A and 2C (Bldg. B). (221)

147. DAILY CENSUS SHEETS, Jan 2, 1935 to date. Record of number of patients admitted to ward, number returned from absence, number discharged and number of deaths. Arranged chronologically. (Daily, official.) 8 x 12 1/2 sheets, 3 in., on Shannon file on desk. Occupational Therapy Office (Bldg. C). (187)

148. RECORDS OF FORM 2595, Apr. 6, 1935 to date. Complete and incomplete records of domiciliary or hospital care. (Daily, official.) 5 1/2 x 8 vol., 1/2 in., in drawer of wooden desk. Clinical Clerk's Office (Bldg. A). (30)

149. CLINICAL SHEET RECORDS, WARDS 3A AND 3B, AND INVENTORY AND CREDIT SLIPS, Apr. 30, 1935 to date. Clinical sheet records include: Clinical records of nurses' progress treatment, graphic temperature chart, ward surgeons' progress treatment record, monthly weight chart (July 1, 1935 to date). Inventory of wards 3A and 3B, consolidated memo receipts for unexpendable property issued to wards, and credit slips on nonexpendable property (Apr. 30, 1935 to date). (Daily, official.) 8 x 10 1/2 folder and 3 x 8 1/2 sheets, 2 1/4 in., in drawer of desk and on clipboard in cabinet. Nurse's Office, Ward 3A (Bldg. C). (191)

150. PATHOLOGICAL FILE, July 1, 1935 to date. Showing name of patient and diagnosis. Listed alphabetically by names of diseases. (Frequently, official.) 5 x 8 cards, 8 in., in drawer of steel card cabinet. Clinical Clerk's Office (Bldg. A). (33)

151. IN AND OUT-PATIENTS' RECORDS OF LABORATORY AND X-RAY TESTS, Nov. 1, 1935 to date. Showing patients' registration and ward numbers, type of examination, date film was made and date of diagnosis. Filed alphabetically. (Daily, official.) 8 1/2 x 1 1/4 cards, 1 3/4 in., in drawer of wooden card cabinet. Pathological Laboratory (Bldg. B). (158)

152. APPLICATIONS PENDING, Jan. 1936 to date. VA Form P-10, applications of veterans awaiting admission, whose eligibility has not yet been established. Filed alphabetically. (Daily, official.) 8 x 10 1/2

sheets, 1 ft. 3 in., in drawer of steel filing case. Clinical Clerk's Office (Bldg. A). (24)

153. RECORD OF PATIENTS IN WARDS 3A AND 3B, Jan. 1, 1936 to date. Showing name of each patient, date admitted, registration number and diagnosis of examination. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 1/2 in., in drawer of wooden card cabinet. Nurse's Office, Ward 3A (Bldg. C). (192)

154. MEDICAL REPORTS FORWARDED TO REGIONAL OFFICE, Feb. 29, 1936 to date. Letters of transmittal, and medical reports (duplicates). (Daily, official.) 8 x 10 1/2 folder, 1 1/2 in., in drawer of wooden desk. Clinical Clerk's Office (Bldg. A). (31)

155. TIME RECORDS AND REPORTS ON WARDS 3A AND 3B, Mar. 17, 1936 to date. Showing nurses, attendants, and doctors in ward; day reports, night orders, record of admission, discharges and treatments; time report showing attendance, absentees, meals, errands, parcels received with date and contents, and daily roll call book of patients. (Daily, official.) 8 x 10 1/2 vols. (6), 6 in., in office desk. Nurse's Office, Ward 3A (Bldg. C). (190)

156. RECORD OF DISCHARGED IN-PATIENTS, Apr. 1, 1936 to date. Record of examinations for X-ray laboratory and ward, with surgeons' and nurses' notes. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 2 in., in 9 drawers of wooden filing cases. Record Room (Bldg. A). (20)

157. REPORT BOOKS, TIME RECORDS, WARD 2E, Apr. 27, 1936 to date. Day and night report and orders, names of patients, admittance, transferred, discharged, treatments prescribed and rendered; time record of attendances of personnel. Arranged chronologically. (Daily, official.) 8 x 11 vols. (3), 3 in., on desk. Office, Ward 2E (Bldg. B). (225)

158. RECORDS OF ATTENDANCE OF NURSES, May 1, 1936 to date. Records kept for hours off duty and attendance on duty of all nurses employed. (Daily, official.) 8 x 10 1/2 vols. (2), 2 in., on desk. Chief Nurse's Office (Bldg. A). (52)

159. NURSES' WARD REPORTS, June 5 - 6, 1936. Day and night ward reports of nurses, on patients' care and treatment for period of 24 hours. (Daily, official.) 8 x 10 1/2 sheets, 1/4 in., in drawer of steel filing case. Chief Nurse's Office (Bldg. A). (51)

160. ACTIVE MEDICAL CARDS, July 1, 1936. VA Form 2611, with name, compensation and register numbers, treatment prescribed and rendered to patients in the facility. (Daily, official.) 3 x 5 cards, 3 in., in drawer of wooden card cabinet. Physiotherapy Department (Bldg. C). (216)

161. NURSES' DAILY PROGRESS AND STATEMENT RECORDS, July 1, 1936 to date. Graphic charts of each patient's progress, and surgeons' charts and statements; posted daily. (Daily, official.) 8 x 10 1/2 sheets,

1/2 in., on Shannon file on desk. Nurse's Office, Ward 2C (Bldg. B). (220)

162. DAILY RECORDS OF PATIENTS IN WARD 2D, July 2, 1936 to date. Notes on medication, treatments, reaction to treatments by nurse, surgeon's orders and daily condition of patients; issue slips of patients without compensation for supplies. (Daily, official.) 8 x 10 1/2 sheets, 4 1/2 in., on steel clip in wooden cabinet. Office, Ward 2D (Bldg. B). (224)

163. RECORD OF PHYSICAL EXAMINATIONS, n. d. Showing name of patient, physical and mental examinations, social service, compensation and register numbers; copies of physical records sent to regional office, death records to Washington. (Daily, official.) 8 x 10 1/2 folders, 6 ft. 2 in., in 4 drawers of steel filing case. Neuropsychiatric Office (Bldg. C). (195)

Library

164. GENERAL CORRESPONDENCE AND MONTHLY REPORTS, Aug. 1, 1928 to date. Correspondence and monthly reports on requisitions and supplies, copy of which is sent to Washington; requests for repairs, and memoranda of those approved. Arranged chronologically. (Frequently, official.) 8 x 10 1/2 folders, 10 1/2 in., in drawer of wooden desk. Librarian's Office (Bldg. B). (160)

165. CATALOG OF BOOKS, Jan. 1, 1929 to date. Filed alphabetically according to subject and author. (Daily, research.) 3 x 5 cards, 9 ft. 3 in., in 9 drawers of card cabinets. Patients' Library (Bldg. B). (166)

166. ACCESSION BOOKS, Dec. 1, 1929 to date. For patients' and medical library on new books listed, giving title, author, source number, class and dates of books discarded. (Daily, official.) 8 1/2 x 11 vols. (2), 3/4 in., on wooden desk. Patients' Library (Bldg. B). (164)

167. CATALOG OF MEDICAL BOOKS, Dec. 1, 1929 to date. Used for research work by physicians, nurses and students. Filed alphabetically. (Daily, research.) 3 x 5 cards, 1 ft. 9 in., in 2 drawers of card cabinet. Medical Library (Bldg. B). (167)

168. RECORD OF IN-PATIENTS AND DISCHARGED PATIENTS ENTITLED TO ISSUE OF STAMPS AND STATIONERY, Dec. 1, 1929 to date. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 1/2 in., in drawer of desk. Patients' Library (Bldg. B). (163)

169. RECORD OF SHELF LIST OF MEDICAL LIBRARY AND PATIENTS' LIBRARY, Dec. 1, 1929 to date. Showing patients and medical shelf lists. (Daily, official.) 3 x 5 cards, 5 ft. 11 in., in 8 drawers of card cabinets. Librarian's Office (Bldg. B). (161)

170. DAILY RECORDS OF CIRCULATIONS OF BOOKS, Feb. 1930 to date.

Daily record of circulation of fiction and non-fiction books in the patients' library. (Daily, official.) 8 1/2 x 11 1/2 vol., 3/4 in., in drawer of desk. Patients' Library (Bldg. B). (162)

171. RECORD OF MEDICAL JOURNALS, n. d., current. Showing name, address, and date of receipt. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 in., in drawer of desk. Patients' Library (Bldg. B). (165)

172. RECORD OF PATIENTS' JOURNALS, n. d. Giving name, address, title, and publisher. Arranged alphabetically. (Daily, official.) 3 x 5 cards, 1 1/2 in., in compartment of desk. Librarian's Office (Bldg. B). (159)

Social Service Unit

173. VA SERVICE LETTERS, MISCELLANEOUS CORRESPONDENCE ON SOCIAL SERVICE, Dec. 1929 to date. Service letters from administrator's office, director's decisions, finance, construction, and executive orders. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 2 in., in drawer of filing case. Record Room (Bldg. A). (16)

174. SOCIAL SERVICE INVESTIGATION CARDS, Jan. 1, 1936 to date. Showing name, date, status, admission and discharge of patients, used in compiling monthly report. (Daily, official.) 5 x 8 cards, 3 1/2 in., in drawer of wooden card cabinet. Social Service (Bldg. A). (76)

175. GEOGRAPHICAL CARDS, n. d. 138 identification cards to be used for field work, and 6 field work cards. Filed alphabetically and geographically. (Daily, official.) 3 x 5 cards, 3 in., in drawer of wooden card cabinet. Social Service (Bldg. A). (78)

176. RECORD ON PATIENTS FOR SERVICES RENDERED, n. d. Forms 3A and 3B, individual service cards governing contacts made between patient and family. (Daily, official.) 3 x 5 cards, 2 in., in drawer of wooden card cabinet. Social Service (Bldg. A). (77)

Supply and Utility Divisions

177. COMPLETED C AND D REQUISITIONS, Jan. 1929 - June 30, 1935. Requisitions for supplies such as heaters, bedsteads, fans, and consolidated memorandum sheets. (Inactive file, occasionally, official.) 8 x 10 1/2 folders, 4 ft. 2 in., in open wooden box. Basement 1 (Bldg. A). (115)

178. ISSUE SLIPS AND EXPENDITURE AND NONEXPENDITURE, Jan. 1, 1929 - June 30, 1935. Property records containing memoranda on nonexpenditure property, and issue slips on expenditure for supplies of station. Awaiting destruction. (Inactive file, never.) 8 x 10 1/2 folders, packages (2), and slips, 2 ft. 9 in., in wooden box. Basement 1 (Bldg. A). (108)

179. RECORD OF SUPPLIES, Jan. 1929 - June 30, 1935. Pertaining to freight bills, expired contracts, inventories, inspection reports, survey

reports and bills of lading; originals sent to Washington; duplicate copies kept here. (Inactive file, occasionally, official.) 8 x 10 1/2 folders and packages (2), 2 ft. 6 in., in open wooden box. Basement 1 (Bldg. A). (114)

180. CORRESPONDENCE ON PROPERTY SUPPLIES AND NONEXPENDABLE PROPERTY MEMORANDA, 1929 to date. Letters pertaining to supplies, office property, memoranda, procurement of pool table, transformer loaned to State Colony, and radio equipment. Arranged alphabetically. (Inactive file, never.) 8 x 10 1/2 folders, 1 ft. 10 in., in open wooden box. Basement 1 (Bldg. A). (117)

181. VOUCHERS FOR SUPPLIES, 1929 to date. 2,007 vouchers covering supplies, receipts of deceased patients' effects, receipts of personal effects of patients away without leave, and neuropsychiatric patients. Arranged chronologically. (Inactive file, occasionally, official.) 8 x 10 1/2 folders and packages (15), 2 ft. 5 in., in open wooden box. Basement 1 (Bldg. A). (116)

182. TRANSFER CARDS, July 1929 - July 1, 1935. Pertaining to office supplies of sewing, plumbing, medical, dental and dietitian records. (Never.) 5 x 8 cards, 1 ft., in drawer of wooden transfer case. Dirty, ink faded, damaged by careless handling. Property Office (Bldg. A). (91)

183. CURRENT PROPERTY RECORD CARDS, Dec. 1929 to date. Showing items of property in stock, such as medicine and office supplies (originals). (Daily, official.) 5 x 8 cards, 1 ft. 11 in., in 2 drawers of wooden card cabinet. Property Office (Bldg. A). (98)

184. EXCHANGE SLIPS AND CONSOLIDATED MEMORANDA, Dec. 1929 to date. Nonexpendable property issues and credit exchange slips on property, such as supplies, throughout the facility, with consolidated memoranda. Arranged chronologically. (Inactive file, never.) 3 7/8 x 8 1/2 envelopes, 3 ft. 4 in., in open wooden box. Basement 1 (Bldg. A). (111)

185. NO BALANCE CARDS ON EXPENDABLE PROPERTY, Dec. 1929 to date. No balance cards on expendable property such as bids for plumbing, office, garage, forage, medicine, and supplies. (Daily, official.) 5 x 8 cards, 11 in., in drawer of wooden card cabinet. Property Office (Bldg. A). (97)

186. PROPERTY RECORD CARDS, Dec. 1929 to date. On nonexpendable stock received such as machinery, repairs, furniture, and radios, with cards on, over and shorts. Arranged chronologically. (Inactive file, never.) 5 x 8 cards, 11 1/2 in., in open wooden box. Basement 1 (Bldg. A). (110)

187. RECAPITULATION SHEETS ON EXPENDABLE PROPERTY, Dec. 1929 to date. Summaries of expendable property such as oil, gas, garage, office and medical supplies. Arranged chronologically. (Inactive file, never.) 3 x 8 sheets, 1 ft. 6 in., in wooden box. Basement 1 (Bldg. A). (109)

188. RECORD SHEETS OF PATIENTS' PROPERTY, Dec. 1929 to date. Inventory sheets containing record of patients' clothing and personal effects (duplicates). (Inactive file, seldom, official.) 9 x 11 1/2 bundle, 10 in., in open wooden box. Basement 1 (Bldg. A). (118)
189. COMPLETED JOB REQUESTS AND MISCELLANEOUS CORRESPONDENCE, Feb. 1, 1930 - Dec. 1, 1933. Records of completed job requests, repairs on buildings, correspondence and copies of contracts on movie films used in recreational hall. Awaiting destruction. (Never.) 8 x 10 1/2 folders, 1 ft. 7 in., in open wooden box. Basement 1 (Bldg. A). (139)
190. NO BALANCE CARDS ON NONEXPENDABLE PROPERTY, May 23, 1930 to date. Record of property cards showing no balance throughout the entire facility (originals). Filed alphabetically according to classification. (Inactive file, seldom, official.) 5 x 8 cards, 2 in., in drawer of wooden card cabinet. Property Office (Bldg. A). (104)
191. NONEXPENDABLE PROPERTY RECORD CARDS, May 23, 1930 to date. Record of property received and dropped through the entire facility, and location of property in use (originals). Filed alphabetically, by classification. (Daily, official.) 5 x 8 cards, 5 ft. 3 in., in 4 drawers of wooden card cabinets. Property Office (Bldg. A). (103)
192. MISCELLANEOUS CORRESPONDENCE, Dec. 1, 1930 - Jan. 1932. Correspondence pertaining to reconstruction of old hospital, allotments, antimalaria control work, fire alarm boxes, annual and quarterly budget estimates, and portable sound picture equipment. (Seldom, official.) 8 x 10 1/2 folders, 1 ft. 8 in., in open wooden box. Basement 1 (Bldg. A). (140)
193. OLD ISSUE AND CREDIT SLIPS AND INVENTORY REPORTS, 1931 - 1934. Records of issues and credits of property to departments and inventory of property showing over, on hand, and shortage. (Inactive file, never.) 3 x 8 1/2 sheets, 11 1/2 in., in wooden document filing cases. Property Office (Bldg. A). (99)
194. RECORD BOOKS ON STATION ORDER SHIPMENTS, 1931 - 1934. Records of in-freight and in-express paid on facility supplies. Arranged chronologically. (Inactive file, never.) 5 x 8 vols. (4), 2 in., in open wooden box 2. Basement 1 (Bldg. A). (113)
195. BILLS OF LADING REGISTER, June 1, 1932 to date. Various VA forms, covering freight and express bills and showing dates, routes, items, shipping points, destinations and values. Filed chronologically. (Daily, official.) 8 x 10 1/2 vols. (2), 1 in., in drawer of steel filing case. Property Office (Bldg. A). (93)
196. CORRESPONDENCE, REIMBURSEMENT CLAIMS AND VOUCHERS, July 1, 1932 to date. Pertaining to miscellaneous correspondence, reimbursement claims, vouchers, requests for meals, lodging and transportation; originals sent to Washington (duplicates). Arranged alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 1 in., in drawer of wooden filing case. Property Office (Bldg. A). (105)

197. COMPLETED JOB REQUESTS, Apr. 1, 1933 - June 30, 1935. Records of equipment repairs on station, Nos. 6,000 - 9,499; awaiting destruction. (Never.) 8 x 10 1/2 folders, 2 ft. 5 in., in open wooden box. Basement 1 (Bldg. A). (138)

198. CONSOLIDATED MEMORANDA AND RECEIPTS, Apr. 1933 to date. Credit slips and issue slips on all property in each department on station; original sent to central office, Washington (duplicates). Arranged alphabetically. (Daily, official.) 8 x 10 1/2 cards, 1 ft. 2 in., in drawer of desk. Property Office (Bldg. A). (102)

199. CORRESPONDENCE AND TRANSPORTATION ISSUES, July 1, 1933 - June 30, 1935. Old forms containing issue slips on transportation, and correspondence on patients' transportation. (Inactive file, occasionally, official.) 8 1/2 x 10 1/2 bundle and 8 1/2 x 15 loose-leaf books (28), 11 1/2 in., in open wooden box. Basement 1 (Bldg. A). (119)

200. RECORD OF TRANSPORTATION, IDENTIFICATION AND BILLS OF LADING, AND PROCUREMENT RECORD, 1934 - 1935. Transportation series A and E, identification record and bills of lading on freight and express, procurement records on supplies of drugs, lumber, and various station orders, Arranged chronologically. (Inactive file, never.) 8 x 11 vols. (2), 1 in., in open wooden box. Basement 1 (Bldg. A). (112)

201. CONTRACTS, July 1, 1934 - June 30, 1935. Records of contracts for groceries, fresh produce, packing house products, cleaning material, and fresh fish products (duplicates). Arranged alphabetically. (Occasionally, official.) 8 x 10 1/2 folders, 1 ft. 9 in., in open wooden box. Basement 1 (Bldg. A). (130)

202. CONTRACTS AND CORRESPONDENCE, July 1, 1934 - June 30, 1935. With moving picture firms, showing date, and names, and letters covering same (duplicates). Arranged alphabetically. (Never.) 8 x 10 1/2 folders, 7 in., in open wooden box. Basement 1 (Bldg. A). (131)

203. PROPERTY PURCHASE VOUCHERS, Feb. 1935 - May 30, 1936. Of supplies for offices, and subsistence contracts; 5 copies made; original sent to Washington, two copies to auditor, one to voucher clerk, and one kept here. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 6 in., in drawer of steel filing case. Property Office (Bldg. A). (96)

204. CORRESPONDENCE, RECEIPTS, AND PRICE LISTS, June 30, 1935 to date. Letters on consolidated memoranda, receipts of inventory records, clothing, razors, flags, breakage issued records and price lists of supplies. Arranged alphabetically. (Daily, official.) 8 x 10 1/2 folders, 8 1/2 in., in drawer of steel filing case. Property Office (Bldg. A). (94)

205. COMPLETED REQUISITIONS, C AND D, July 1, 1935 to date. On C and D central office supplies and depot requisitions, for supplies bought for dental clinic, barber shop, and operating room; originals of depot requisitions sent to Chicago depot, originals of central office

sent to Washington, and duplicate copies kept here. (Daily, official.) 8 x 10 1/2 folders, 2 ft., in drawer of steel filing case. Property Office (Bldg. A). (90)

206. CONTRACTS AND CORRESPONDENCE, July 1, 1935 to date. Covering supplies of all kinds. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 9 in., in drawer of wooden filing case. Property Office (Bldg. A). (100)

207. CONTRACTS AND SERVICE LETTERS, July 1, 1935 to date. For supplies to be used on station, such as food, clothing, medicine, recreation equipment. Filed alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 4 in., in drawer of steel filing case. Property Office (Bldg. A). (89)

208. CORRESPONDENCE AND FREIGHT BILLS, July 1, 1935 to date. Letters and telegrams on action taken on property of patients absent without leave, such as clothing, and personal belongings; bills of lading on supplies for nurses' quarters; curtain materials, damage to surgical linens and inflammable materials. (Daily, official.) 8 x 12 1/2 folders, 1 ft. 11 in., in drawer of steel filing case. Property Office (Bldg. A). (95)

209. CORRESPONDENCE AND REQUISITIONS FOR SUPPLIES, July 1, 1935 to date. Correspondence on deaths, AWOL, requisitions for central office and depot supplies, inventory and inspection, and reports of board of survey; originals sent to Washington; duplicate copies kept here. Arranged alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 9 in., in drawer of steel filing case. Property Office (Bldg. A). (88)

210. EXPENDABLE ISSUE SLIPS, July 1, 1935 to date. Records of property requested for issue from stock supplies of medicine, office, garage, and forage. Arranged chronologically. (Daily, official.) 3 x 8 sheets, 1 ft., in drawer of wooden card cabinet. Property Office (Bldg. A). (92)

211. MACHINE REPAIR RECORDS, July 1935 to date. Form 330, a record of information on machine repairs, such as typewriters, and adding machine. Filed alphabetically. (Occasionally, official.) 3 x 8 cards, 2 in., in drawer of wooden card cabinet. Property Office (Bldg. A). (101)

212. PROPERTY RECORD OF UNIT C EXPENDABLES, Jan. 1, 1936 to date. Showing number of cans, sacks, pounds or packages of food supplies in storeroom. Arranged chronologically. (Daily, official.) 5 x 8 cards, 2 in., in drawer of card cabinet. Storekeeper's Office (Bldg. D). (199)

213. CONTRACTS, INVITATION BIDS AND ACCEPTANCES, Feb. 1, 1936 to date. For purchases by central office (duplicates). (Occasionally, official.) 8 x 10 1/2 folders, 11 in., in drawer 2 of wooden filing case. Storekeeper's Office (Bldg. D). (201)

214. PURCHASE ORDERS, Apr. 10, 1936 to date. For subsistence and maintenance supplies (duplicates). Arranged alphabetically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 5 in., in drawer of steel filing case. Property Office (Bldg. A). (106)

215. DAILY ISSUE LISTS, CLASS 25, June 1, 1936 to date. Daily orders from dietitian for kitchen supplies to be issued by storekeeper. (Daily, official.) 8 x 10 1/2 envelope, 1/8 in., on desk. Storekeeper's Office (Bldg. D). (197)

216. INVOICES AND RECEIPTS OF PROPERTY PURCHASED, June 1, 1936 to date. Showing order number, allotment number on station vouchers, date of delivery on expendable property, and subsistence supplies; sent monthly to procurement office. (Daily, official.) 8 1/2 x 10 folder, 1/4 in., on desk. Storekeeper's Office (Bldg. D). (198)

217. RECEIPTS AND STATEMENTS OF PURCHASES, June 1, 1936 to date. Form 1151-B, dray receipts, giving weights, date, rate, transportation company's name, point of shipment and destination; and itemized statements of subsistence purchases, cost, and dates of acceptance; transferred monthly to procurement office. Filed chronologically. (Daily, official.) 8 x 10 1/2 sheets, 1 in., on Shannon file on wall. Storekeeper's Office (Bldg. D). (196)

218. RECEIPT BOOK FOR DROP SHIPMENTS, July 1, 1936. Receipts of food supplies received by drop shipments at central office. Receipts are filed daily. (Daily, official.) 4 x 8 vol., 1/2 in., on desk. Storekeeper's Office (Bldg. D). (200)

219. MAILING LIST, n. d. List of names and addresses of firms and wholesale houses, and information on the manner of executing their part of contract. Index by federal specifications from standard stock catalogue, sec. 4, part 1. (Daily, official.) 3 x 5 cards, 8 1/2 in., in drawer of wooden card cabinet. Property Office (Bldg. A). (107)

NEW ORLEANS

REGIONAL OFFICE

Masonic Temple, St. Charles and Perdido Sts.

This office was established in 1921 as a district office of the U. S. Veterans' Bureau with quarters in the American Legion Building, Royal and Conti Streets. In 1924 it was made a regional office and remained one when in 1930 the Veterans' Bureau was absorbed by the Veterans' Administration, and it was moved to its present location. It consists of six divisions: administration, adjudication, finance, office of the chief attorney, medical, and supply. The regional office has jurisdiction over the State of Louisiana and is charged with the responsibility for the administration of all laws affording relief to ex-service men in

the state who are entitled to such benefits. All active records are retained. Inactive records are sent to Perry Point, Md., for storage when space is required; they are listed in the Perry Point Supply Depot section of the Maryland Veterans' Administration Inventory. No records have been lost or destroyed.

The initials "VA" denote "Veterans' Administration"; "USVB" denotes "United States Veterans' Bureau".

Administrative Division

220. ABSTRACT FILE OF CASES INVOLVING MONETARY CLAIMS, 1917 to date. VA Form 6604, card abstracts, in which are synopses from VA Form 526 of cases where monetary claims were made whether granted or not, for ready reference; each card showing name, address of claimant, physical status, claim number, rank, organization, date claim filed, diseases and injuries, hospital record, name and relationship of beneficiary, compensation, and disability allowance. Filed numerically by claim number. (Daily, official.) 5 x 8 cards, 35 ft., in 21 drawers of wooden card cabinets. R. 1216. (6356)

221. CLAIMANTS' FILE, 1917 to date. VA Adjudication Forms 553, P-553F, P-553c and 553c, decision of questions of fact and laws; VA Form P-82, disallowance memoranda; VA Form 3101, clinical briefs, requests for army information; Form 1010, PMGO, report of physical condition; VA Adjudication Form 526, veteran's application for disability compensation; VA Adjudication Form 545, summary of active service; Adjudication Form 564, rating sheet; VA Form 2507, request for physical examination; Medical Form 2545, report of physical examination; and correspondence related to above matter. Arranged numerically by numbers indicating subjects. 3 x 5 master card index (VA Form 7202), 40 ft. 6 in. (Daily, official.) 9 1/2 x 12 folders and covers, 1,996 ft., in 946 steel and 52 wooden drawers of filing cases. R. 1216. (6273, 6354)

222. PERSONNEL RESIGNED, 1920 - 1925. Record of name of each employee resigned, with position, location of employment, date of appointment, and date of resignation. Arranged alphabetically. (Rarely, official.) 3 x 5 cards, 3 ft. 6 in., in 3 drawers of wooden card cabinet. R. 1111. (6275)

223. INTEROFFICE CORRESPONDENCE, 1924 to date. Pertaining to allotments, change of status of employees, American Legion handling loans for veterans, holders of adjusted service certificates, disability claims, budget reports and applications for employment. Filed alphabetically. (Daily, official.) 9 x 12 folders, 2 ft. 11 in., in 2 drawers of steel filing case. R. 1111. (6270)

224. PERSONNEL RECORDS, 1925 to date. VA Personnel Form 3205, daily list of absentees; VA Form 3206, request for cancelation of approved leave; USVB Personnel Form 2711, for promotion or demotion; PCB Forms 2 and 4, classification; VA Personnel Form 3823, dependency credits; VA Personnel Form 3820, affidavit as to marital status; Form 14, letter of nomination; Standard Form 6, personal history statement;

Form CA 1, notice of injury; Form S-539, memoranda of appointment or discontinuance; USVB Personnel Form 2709, resignation; USVB Form 3248, employees' clearance of indebtedness. Filed alphabetically. (Daily, official.) 9 x 12 folders, 9 ft. 10 in., in 8 drawers of steel filing cases. R. 1111. (6293)

225. CENTRAL OFFICE CORRESPONDENCE, 1927 to date. Relative to congressional acts affecting veterans, services furnished by patriotic orders, and benefits granted; also includes Form C-5, separations and monthly changes in personnel, showing resignations, transfers, change of service, name, effective date, and salary; VA Form 3400, report on regional activities, showing new appointments and transfers into station during month, name, new position, division assigned to, position, effective date, bureau code number, civil service employment designation, service, pay, and other information, finance, legal adjudication, action on requests for ratings, prosthetic appliances authorized, dental reports, travel authorizations, contact activities, burial claims, reports of personnel on pay rolls and on furloughs, new appointments, transfers and changes; and Standard Form 4, personnel journal. Arranged alphabetically by subjects. (Daily, official.) 9 x 12 folders, 6 ft. 4 in., in 5 drawers of steel filing cabinet. R. 1111. (6272)

226. NOTICE OF TRANSFER OF CASE FILE, 1932 to date. VA Form 7216, record of transfer of cases, showing to and from whom, claim number, rank and organization, reason for transfer, old address, new address, status, signatures of transferring and receiving offices. Filed by claim number. (Rarely, official.) 5 x 8 cards, 2 ft. 3 in., in 2 drawers of wooden card cabinet. R. 1216. (6353)

227. RECORD OF RADIO TELEGRAPH DISPATCHES, 1932 to date. VA Form 7218, a complete record on each telegram or radiogram sent, showing name, address of persons to whom sent, subject, time, date sent, time, date received by addressee or reason for non-delivery. Filed chronologically. (Occasionally, official.) 4 x 6 cards, 11 1/2 in., in drawer of wooden card cabinet. R. 1216. (6347)

228. CIVILIAN CONSERVATION CORPS FILE, 1933 - 1935. Records of veterans who have served in CCC camps, but who have been discharged because of enlistment expiration or for other reasons; file is built around VA Form P-130, veteran's application. Filed alphabetically by name. 3 x 5 card index; see abstract 6325. (Inactive file, occasionally, official.) 8 x 10 1/2 folders, 5 ft. 9 in., in 3 drawers of steel filing case. Rs. 1211 and 1212. (6322)

229. CIVILIAN CONSERVATION CORPS FILE, 1933 - 1936. Record of information of veterans who are now in CCC camps in this region, some of whom have been in such camps since 1933, showing name, home address and family status; file is built around VA Form P-130, veterans application. Filed alphabetically by names. 3 x 5 card index; see abstract 6325. (Daily, official.) 8 x 10 1/2 folders, 5 ft. 11 in., in 3 drawers of steel filing case. Rs. 1211 and 1212. (6324)

230. MASTER CARD INDEX OF ACTIVE AND INACTIVE CIVILIAN CONSERVATION

CORPS FILES, 1933 to date. Bearing name and address of a veteran enlisted in CCC, name and location of his company, and file number; for all Louisiana. Filed alphabetically by names. This is an index to records reported on in abstracts 6322 and 6324. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of wooden card cabinet. Rs. 1211 and 1212. (6325)

231. REJECTED APPLICATIONS FOR CIVILIAN CONSERVATION CORPS, 1933 to date. VA Form P-130, application, showing name, race, color, marital status, rank, organization and allotment of veterans for enrolment in CCC camps, which has been rejected because of physical disability or other reasons, such as failure to report for physical examination before quota had been filled; and supporting correspondence. Filed by names. (Occasionally, official.) 8 x 10 1/2 folders, 2 ft., in drawer of steel filing case. Rs. 1211 and 1212. (6321)

232. REPORTS TO WASHINGTON, 1933 to date. Daily, weekly and monthly reports, in letter form, and correspondence pertaining thereto between this office and Washington, concerning activities in this region, showing progress made in reaching final disposition of claims on hand. Filed chronologically. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 10 in., in drawer of steel filing case. Rs. 1211 and 1212. (6340)

233. DEATH CASES, 1935 to date. Correspondence regarding claims beginning with receipt of advice from relatives of deceased, to whom VA Adjudication Forms 534 and 535 are sent with advice that form, when completed, be sent to Washington. Adjudication of death claims is handled at Washington and this is a file of cases where relatives have written to regional office, and have, in turn, been advised to handle claims directly with Washington. Filed alphabetically by names of deceased. (Occasionally, official.) 8 x 10 1/2 folders, 2 ft., in drawer of steel filing case. Rs. 1211 and 1212. (6317)

234. APPLICATIONS FOR LEAVES AND EMPLOYEES' PASSES, 1936 to date. VA Form 3227, showing division, location, leave taken before applying, and amount of time requested; Forms 3204 and 3203, employees' passes for time allowed such as leaving office for lunch or official business. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 1 ft. 7 in., in 2 drawers of wooden card cabinets. R. 1111. (6319)

235. CASES REQUIRING DOMICILIARY OR HOSPITAL CARE, 1936 to date. VA Form P-10, application for domiciliary or hospital care, showing accumulated data on hospitalization or domiciliary cases until information is complete, at which time the veteran and record report are sent to proper hospital; includes such correspondence between this office, veteran, and other persons as may be necessary to complete compilation of essential data. Filed alphabetically by name of veteran. (Daily, official.) 8 x 10 1/2 folders, 6 in., in drawer of steel filing case. Rs. 1211 and 1212. (6336)

236. CLAIMS FOR ACCRUED BENEFITS DUE DECEASED VETERANS, 1936 to date. VA Form P-90 showing name and relationship to deceased of person making

application, amount of funeral, bureal and transportation bills, names and ages of dependents under 18 years of age; filed with monthly pension or compensation payments due veteran at time of death. Filed alphabetically by name of deceased veteran. (Daily, official.) 8 x 10 1/2 folders, 1 ft. 11 in., in drawer of steel filing case. Rs. 1211 and 1212. (6314)

237. CORRESPONDENCE FILE, 1936 to date. Letters to and from veterans who do not have claims but who have written to this office for information, and inquiries from veterans seeking to get in touch with other agencies of the government such as the Resettlement Administration, Bureau of Rehabilitation, and Home Owners' Loan Corporation, and replies thereto. Filed alphabetically by name of veteran. (Occasionally, official.) 8 x 10 1/2 folders, 2 ft. 1 in., in 2 drawers of steel filing cases. Rs. 1211 and 1212. (6315)

238. RECORD OF ABSENCES, 1936 to date. Showing name of employee, accrued annual leave, and calendar form for marking days missed. Arranged alphabetically. (Daily, official.) 6 x 8 cards, 5 in., in drawer of wooden card cabinet. R. 1111. (6276)

239. RECORD OF PERSONNEL BY SALARY RANGES, 1936 to date. Showing name of employee, salary, date of appointment and changes in status. Arranged according to amount of salary. (Daily, official.) 3 x 5 cards, 5 in., in drawer of wooden card cabinet. R. 1111. (6274)

240. SERVICE RECORD CARDS, 1936 to date. Standard Form 7, showing name of employee, retirement age, status, position and salary. Filed by departments and alphabetically. (Daily, official.) 6 x 8 cards, 5 in., in drawer of wooden card cabinet. R. 1111. (6323)

Adjudication Division

241. RECORD OF INSURANCE CASES, 1918 to date. Showing name, claim number of veteran and status of case, active and denied. Validity of war risk insurance claims is not determined by central office. Filed numerically by claim number. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. R. 1112. (6294)

242. PENSION ATTORNEYS AND CLAIM AGENTS, 1936 to date. Each card showing name, address of attorney or agent, date of admittance, suspension or disbarment, in entire United States. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of card cabinet. R. 1112. (6277)

243. RECORD OF APPEALS AGAINST DENIAL OF COMPENSATION, 1936 to date. VA Adjudication Form 670, showing regional office, name and address, service of veteran, type of claim, reason for appeal, and action taken by appellate branch of adjudication department. Filed numerically according to claim numbers. (Occasionally, official.) 5 x 8 cards, 4 ft., in 4 drawers of card cabinet. R. 1112. (6301)

244. RECORD OF DEPENDENT PARENTS AND CHILDREN, 1936 to date. Record

of names, addresses and claim numbers. Each dependent case is contacted once a year to see if there are any changes in situation and to determine if they are enjoying the full benefits of payment. Filed alphabetically, chronologically, and numerically by claim numbers. (Frequently, official.) 3 x 5 cards, 8 ft., in 6 drawers of card cabinets. R. 1112. (6268)

Office of the Chief Attorney

245. CORRESPONDENCE FILES, 1924 - 1936. Inquiries from and replies to distantly located relatives and friends seeking information as to status of incompetents and their present condition. Filed alphabetically by names of incompetents. (Occasionally, official.) 8 x 10 1/2 folders, 4 ft., in 2 drawers of steel filing case. R. 1108. (6363)

246. GUARDIANSHIP AND TUTORSHIP FILE, INCOMPETENTS AND MINORS, 1924 - 1936. Covering release of subjects, due to their regaining competency, or, in case of minors, due to their attaining majority or being emancipated. Filed numerically by claim number. 5 x 8 card index; see abstract 6362. (Inactive file, occasionally, official.) 9 x 12 folders, 15 ft. 3 in., in 7 drawers of steel filing cases. R. 1109. (6349)

247. INVESTIGATION AND PROSECUTION FILE, 1924 - 1936. Correspondence covering violations of law, and prosecution resulting therefrom in cases of misappropriation of funds by guardians or tutors and of defrauding of veterans by outsiders in compensation and pension matters. Filed alphabetically by name of defendant. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1108. (6283)

248. RECORD OF CURATORS' AND TUTORS' BONDS, 1924 - 1936. Showing name and address of incompetent or minor, name and address of guardian, name and address of bonding company, amount of bond, record of bonds furnished by curators and tutors in connection with administration of affairs of those under their control. Filed alphabetically by names of bonding companies. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in 2 drawers of wooden card cabinet. R. 1108. (6282)

249. GUARDIANSHIP AND TUTORSHIP FILE, INCOMPETENTS AND MINORS, 1924 to date. Complete record of existing guardianships and tutorships of mentally incompetent veterans and minor children of deceased veterans and incompetent beneficiaries. Record is divided as to monthly accountings of guardian or tutor and general correspondence and reports as to appointment of guardian or tutor and his administration of affairs of incompetent veterans or minor children. See addenda for inventory of form numbers and additional description. Filed numerically by claim numbers. 5 x 8 card index; see abstract 6362. (Daily, official.) 9 x 12 folders, 56 ft., in 28 drawers of steel filing cases. R. 1108. (6302)

250. MASTER CARD INDEX TO GUARDIANSHIP AND TUTORSHIP FILES, 1924 to date. Local Form S-361; each card showing name and address of minor and of tutor, date of latter's appointment, amount of bond, etc. Filed by

names of minors. This is an index to the closed (serial abstract 6349) and active (serial abstract 6302) guardianship files. (Daily, official.) 5 x 8 cards, 6 ft. 2 in., in 4 drawers of wooden card cabinet. R. 1108. (6362)

251. REPORTS OF FIELD EXAMINATIONS, May 1932 - June 30, 1936. Local Forms S-294, daily summary of work and expenses of field examiners; S-578, docket of field examinations, made every other quarter; and S-295, monthly tabulation reports of cost of making field examinations; VA Form 3528 (revised July 1932), monthly inventory of field examinations; forms showing names, claim numbers of cases, locality of examination, method and cost of agents' transportation. (Frequently, official.) 9 x 12 cover, 4 in., on desk. R. 1110. (6344)

252. DOCKET OF FIELD EXAMINATIONS MADE BY CHIEF ATTORNEYS' OFFICE IN GUARDIANSHIP CASES FOR INCOMPETENT VETERANS AND MINORS, July 1, 1933 - June 30, 1936. Local Form S-578, showing name, number, parish and type of case. Filed alphabetically according to name. (Occasionally, official.) 11 x 14 loose-leaf books (2), 4 in., in drawer of filing case and on desk. R. 1110. (6361)

253. EXPENSE VOUCHERS, July 1, 1935 - June 30, 1936. Standard Form 1034-A, showing expenses incurred in court by chief attorney's office in handling cases of guardianship for incompetent veterans and minors (duplicates). Arranged chronologically. (Occasionally, official.) 9 x 12 folders, 2 in., on table. R. 1110. (6345)

254. SURVEY OF CIVIL WAR PENSIONERS, Dec. 1935 - Aug. 1936. Reports of present status, showing name, address, and claim number, together with narrative account of each contract; examination of these 84 veterans was made to determine if they were getting full benefit of their pensions. (Occasionally, official.) 9 x 12 cover, 2 in., in drawer of filing case. R. 1110. (6360)

Finance Division

255. RECORD OF MISCELLANEOUS DISBURSEMENTS, 1921 - 1934. VA Form 915, card record of expenditures for various forms of medical attention for veterans, such as X-rays, blood tests, and general physical examinations. Filed alphabetically by veterans' names. (Inactive file, rarely official.) 5 x 8 cards, 36 ft., in 24 drawers of wooden card cabinets. R. 1112. (6297)

256. DISABILITY PENSION AWARD CARDS, 1921 to date. VA Form 511A, record of monthly payments of compensation or pension to disabled veterans, showing name of payee, region, month, check number, adjustments, debits, and refunds. Filed by claim number. 3 x 5 card index, 26 ft. (Daily, official.) 5 x 8 cards, 52 ft., in 26 drawers of wooden card cabinets. R. 1112. (6285, 6284)

257. RECORD OF LOANS ON ADJUSTED SERVICE CERTIFICATES, 1927 - 1936. VA Form 1184D, showing name and address of veteran, certificate number,

amount of loan, date of loan and state. Filed alphabetically by names of veterans. (Occasionally, official.) 5 x 8 cards, 42 ft., in 14 drawers of wooden and 26 drawers of steel card cabinets. R. 1112. (6295)

258. DEATH CASES, 1927 to date. Record of correspondence forwarded to Washington, covering deceased veterans; upon death of a veteran, under regulations, his entire record is transmitted to Washington, and this file is record of disposition of these cases. Filed alphabetically by names of veterans. (Occasionally, official.) 9 x 12 folders, 7 ft. 6 in., in 4 drawers of steel filing case. R. 1112. (6286)

259. STATUS OF ADJUSTED SERVICE CERTIFICATES, 1927 to date. VA Form 1705H, record of present status of adjusted service certificates of all veterans in this district; form showing name, address, number of certificate, amount of loan and balance due veteran. Filed alphabetically by name of veteran. (Daily, official.) 2 x 8 cards, 27 ft., in 18 drawers of wooden card cabinets. R. 1112. (6296)

260. VETERANS' NOTES, 1927 to date. USVB Form 1185, note of veterans, covering loans made on adjusted service certificates. Completed payment of adjusted service certificates makes them only records of payments rather than promissory notes. Filed alphabetically by names of veterans. (Occasionally, official.) 8 x 10 folders, 56 ft., in 28 drawers of steel filing cases. R. 1112. (6300)

261. MISCELLANEOUS VOUCHER RECORDS, 1930 - 1934. Form 1039; each card showing date of bill, date received, material covered by bill, number and date of check in payment. Filed alphabetically by names of dealers. (Inactive file, rarely, official.) 5 x 8 cards, 12 ft., in 36 drawers of steel card cabinets. R. 1112. (6290)

262. CONTRACTS, 1932 to date. VA Supply Form 1261, circular proposal; correspondence following receipt of proposal; and Standard Form 1036, award of contract. Filed alphabetically by names of contractors. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 1112. (6298)

263. PAID VOUCHERS, 1932 to date. Covering expenditures of various natures; Standard Form 1012, public voucher for travel and other expenses including per diem; Standard Form 1034, public voucher for purchases and services other than personal. Filed alphabetically by name of payee. (Daily, official.) 9 x 12 folders, 21 ft., in 10 drawers of steel filing cases. R. 1112. (6289)

264. REQUESTS FOR MEALS AND LODGING, 1932 to date. Showing name and address of eating house, name of veteran, amount authorized and space for statement of eating house to the effect that meal has been furnished; made in triplicate. Filed by serial numbers of requests. (Daily, official.) 3 1/2 x 8 cards, 6 ft., in 4 drawers of steel card cabinet. R. 1112. (6287)

265. REQUESTS FOR TRANSPORTATION, 1932 to date. Showing name,

address of transportation agency, name of veteran, points between which transportation is desired, and space for statement of transportation agency that ticket has been furnished; printed in triplicate and consecutively numbered. Filed by serial numbers of requests. (Daily, official.) 3 1/2 x 8 cards, 5 ft. 10 in., in 4 drawers of steel card cabinet. R. 1112. (6288)

266. SCHEDULE OF PAYMENTS, 1932 to date. VA Finance Form 1012, monthly report to Washington of payment to veterans of pensions or compensation; showing region number, appropriation, check number and date, claim number, name and address of payee, and period. Filed by months. (Daily, official.) 14 x 18 folders, 2 ft. 5 in., in 2 drawers of steel filing case. R. 1112. (6299)

267. ADDRESS CHANGES, 1934 to date. Local Form S-300, showing name of veteran, moved from, moved to, rank, organization, claim number and inquiry as to whether pension or compensation payments are being received. Filed alphabetically by names of veterans. (Daily, official.) 8 x 10 folders, 4 ft., in 2 drawers of steel filing case. R. 1112. (6291)

Medical Division

268. TREATMENT FILE, 1917 to date. Compensation Form 549; U. S. Public Health Service Form 1940D, clinical record; VA Form 3105, request for information as to veteran's status; VA Form 2557, hospital admission card; VA Form P-10, application for domiciliary or hospital care, and letters in reference to medical treatment and hospitalization of veterans not receiving compensation. Filed alphabetically. (Daily, official.) 9 x 12 folders, 32 ft., in 16 drawers of filing cases. R. 1216. (6346)

269. MEDICAL ADMINISTRATION FILE, 1921 to date. USVB Medical Div. Form 2554, nomination of medical officer, and supporting correspondence, showing district medical officers' recommendations for appointment of local doctors, doctor's training, experience and war record; correspondence to and from Washington, regarding payment of services of doctors not on a permanent basis with administration; form made in triplicate. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 3 ft., in drawer of filing case. R. 1213. (6351)

270. MONTHLY REPORTS OF THE MEDICAL DIVISION, 1923 to date. VA Medical Forms 2565 (revised Dec. 1935), out-patient service report; 2620 (revised Oct. 1933), clinical laboratory report; 2685 (revised June 1932), X-ray report; 2612 (revised Oct. 1933), monthly report of physiotherapy; and 2601 (revised Apr. 1935), report of Veteran's Administration Facilities. Filed chronologically within names. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1213. (6330)

271. CORRESPONDENCE FILE, 1924 - 1936. Between this office and other dental offices in the state, and Washington, on subjects of administration, personnel, and supplies, exclusive of that covering monthly

reports of activities and general inspection reports. Filed alphabetically by subject. (Daily, official.) 8 x 10 1/2 folders, 6 in., in drawer of steel filing case. Rs. 1207 and 1208. (6341)

272. GENERAL INSPECTION REPORTS, 1924 - 1936. Reports in letter form to Washington issued by inspectors, covering quarterly inspections of equipment in dental offices and subsequent correspondence relating to replacement of defective equipment found, and changes of any phases of work recommended by inspectors. Filed alphabetically by location of office. (Occasionally, official.) 8 x 10 1/2 folders, 2 in., in drawer of steel filing case. Rs. 1207 and 1208. (6342)

273. BURIAL CLAIMS, 1924 to date. VA Form P-91 (revised July 1934), claim for burial expenses, with name, date and place of death, nature and value of property left, marital status, cost of funeral, and name of person claiming reimbursement; VA Form 2008 (revised Sept. 1933), application for burial flag, showing name, place of death, war status of veteran, and instructions for use and return of flag; and letters to central office notifying them of deaths and with briefs on cases until 1932 when records were destroyed and briefs written up. Filed alphabetically. (Daily, official.) 9 x 12 folders, 5 ft., in 3 drawers of filing case. R. 1213. (6329)

274. CORRESPONDENCE RELATIVE TO HOSPITALS, 1924 to date. Concerning bed space and number of veteran patients. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 1 ft. 6 in., in drawer of filing case. R. 1213. (6339)

275. GENERAL AND NARCOTIC PRESCRIPTIONS, 1924 to date. With prescriptions of an alcoholic nature grouped with narcotics, and general prescriptions grouped separately. Filed numerically, 1 to 106,260. (Occasionally, official.) 3 x 6 and 12 x 16 vols. (3) and bundles (57), 5 ft., on open wooden shelf, in iron safe, and in 5 open compartments. R. 1215. (6334)

276. RECORD OF MEDICAL SOCIAL SERVICE CASES, Mar. 1927 to date. Record of names, addresses, claim numbers and brief notes on nature of cases; social service work being done only on cases where medical needs developed. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 1 ft. 2 in., in drawer of card cabinet. R. 1213. (6333)

277. MONTHLY REPORTS OF DENTAL ACTIVITIES, 1928 to date. Letter-form reports from Veterans' Administration Dentists throughout the state to this office, and from this office to Washington, detailing dental activities, such as extractions, fillings, new plates, and crowns; reports of activities of outlying dentists received in this office are incorporated with report of this office into single report to Washington, covering dental activities in the entire state. Filed alphabetically by location of office. (Occasionally, official.) 8 x 10 1/2 folders, 3 in., in drawer of steel filing case. Rs. 1207 and 1208. (6328)

278. RECORD OF ACTIVE AND INACTIVE X-RAY NEGATIVES, 1929 to date.

Local Form S-590, showing name of veteran, claim number, type of X-ray, heart, chest, sinus, head, bones, and GI fluoroscopy. Filed alphabetically by names of veterans. (Daily, official.) 5 x 8 cards, 10 ft., in 9 drawers of wooden card cabinets. R. 1200. (6335)

279. RECORD OF NEUROPSYCHIATRIC PATIENTS, 1929 to date. Showing name, address, claim number, branch of service, and whether or not connected with disability service. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 6 ft., in 6 drawers of card cabinets. R. 1214. (6337)

280. RECORD OF ARTIFICIAL LIMBS PURCHASED FOR VETERANS, 1932 to date. VA Medical Form 2529 (revised Jan. 1925), prosthetic appliances service card, showing article, manufacturer, cost and repairs. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 8 in., in drawer of card cabinet. R. 1213. (6343)

281. REQUESTS FOR SOCIAL SERVICE, 1932 to date. Local Form S-411, record of investigation of veterans needing medical social service aid, covering cases working and pending. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 1 ft. 2 in., in drawer of card cabinet. R. 1213. (6327)

282. MEDICAL EXAMINATIONS OF SPANISH WAR VETERANS, Oct. 1932 to date. VA Medical Form 2543, reports of physical examination; laboratory reports; orders and vouchers for travel to medical office; special letters to report for examination; and letters in reference to examination of local veterans requested by pension office; originals to Washington (duplicates). Filed alphabetically. (Occasionally, official.) 9 x 12 bundles (22), 4 ft., in 2 drawers of filing case. R. 1216. (6355)

283. NEUROPSYCHIATRIC REPORTS, 1933 to date. Typewritten, narrative description of cases handled by neuropsychiatrist; forms and reports from which data are taken are in claimant's file. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1214. (6338)

284. INVENTORY OF PROPERTY, MEDICAL DIVISION, 1934 to date. Inventory of property such as desks, chairs, filing cases, medical and dental equipment. Filed chronologically. (Occasionally, official.) 11 x 12 loose-leaf books, 3 in., in drawer of filing case. R. 1213. (6332)

285. HOSPITAL FILE, Mar. 1935 to date. VA Medical Form 2557, admission card, authorizing hospital to accept veterans after card is returned to regional office, giving narrative description of veteran's condition as reported by hospital. Filed alphabetically. (Frequently, official.) 9 x 12 folders, 5 ft., in 2 drawers of filing case. R. 1214. (6348)

286. OUT-PATIENT FILE OF VETERANS RECEIVING GENERAL MEDICAL AID, Nov. 1935 to date. Medical officers' handwritten notes on treatments and

examinations. Filed alphabetically. 3 x 5 card index, 1 ft. (Frequently, official.) 9 x 12 folders, 4 ft. 6 in., in 3 drawers of filing case. R. 1214. (6320, 6326)

287. REQUEST FOR PHYSICAL EXAMINATION, 1936 to date. VA Medical Form 2507 (revised Feb. 1936), arranging for physical examination for veterans applying for compensation. Filed alphabetically by names of those for whom examinations are already scheduled and those awaiting a date. (Frequently, official.) 5 x 8 cards, 1 ft. 4 in., in 2 drawers of card cabinet. R. 1213. (6331)

288. LABORATORY REPORTS, June 1936 to date. Local Form S-354, showing name, claim number, rank or organization, results of urine, blood, and sputa examinations; kept for about 6 months and then destroyed. Filed chronologically. (Occasionally, official.) 8 1/2 x 11 bundles (10), 2 ft., on floor of large cabinet. R. 1215. (6357)

Supply Division

289. VOUCHER FILE, July 1, 1926 - June 30, 1937. Vouchers debiting and crediting transfer of property, ordering payment for purchases and services and supporting invoices, requisitions and receipts; VA Supply Forms 134 and 134A, property invoice and receipts; USVB Form 135B, invoice and receipt for property purchases; USVB Form 136, credit voucher used in return of burial flag; VA Form 137, expenditure voucher; USVB Form 138, debit voucher; and Standard Form 1034A, public voucher for purchases and services. Filed chronologically. (Frequently, official.) 9 x 12 folders, 6 ft., in 4 drawers of filing cases. R. 1112. (6292)

290. RECORDS, 1930 - 1935. VA Form 197, application for authority to destroy records; has been sent to Washington for these inactive records. See addenda for inventory of this serial. (Inactive file, rarely, official.) 15 x 15 bundles (7), 10 ft., on 4 open wooden shelves. R. 1112. (6266)

291. RECORD OF BURIAL FLAGS ISSUED TO POSTMASTERS, 1931 to date. Showing name of parish seat, post office, number of flags and date issued to postmaster; flags are used in draping caskets of deceased veterans when requested by relatives of deceased. Filed alphabetically according to parish seat. (Occasionally, official.) 5 x 8 cards, 4 in., in drawer of card cabinet. R. 1112. (6269)

292. BILLS OF LADING AND EXPRESS RECEIPTS, 1932 to date. Standard Form 1058A, bills of lading and receipts covering incoming and outgoing shipments of supplies, showing name of shipper, point of origin of shipment, number and type of items. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 10 in., in drawer of filing case. R. 1112. (6281)

293. CONSOLIDATED MEMORANDA RECEIPTS FOR NONEXPENDABLE PROPERTY, 1932 to date. USVB Form 2598B, issue slip (duplicate); USVB Form 2598A, credit slip covering issue or return of individual items to supply department and

consolidated memoranda (duplicates); VA Supply Service Form 2598E, supply department's inventory of all nonexpendable supplies; inventory entries on memoranda sheets are made quarterly. Filed chronologically. (Frequently, official.) 9 x 12 covers (8), 7 in., in drawer of filing case. R. 1112. (6359)

294. EXPENDABLE PROPERTY ISSUE SLIPS, 1932 to date. VA Supply Form 2598, instructions to department to issue expendable supplies other than desks. Filed chronologically by months with new sequence of numbers beginning with No. 1 for each month. (Occasionally, official.) 3 x 8 1/2 loose-leaf books (57), 2 ft. 6 in., in drawer of filing case. R. 1112. (6358)

295. CARD RECORD OF EMPLOYEES REGULARLY USING TRANSPORTATION, 1933 to date. Showing name of employee, number of book of 100 requests, dates in use, and signature of employee. Filed alphabetically. (Frequently, official.) 5 x 8 cards, 10 in., in drawer of card cabinet. R. 1112. (6279)

296. REQUESTS FOR TRANSPORTATION, 1933 to date. Showing name of traveler, point of departure, and arrival, and amount of money allowed; made in triplicate; original to vendor, duplicate to Washington, triplicate copies kept here. Filed numerically and chronologically. (Occasionally, official.) 3 x 5 cards, 1 ft. 8 in., in 2 drawers of card cabinet. R. 1112. (6364)

297. SPECIAL REQUESTS FOR TRANSPORTATION, 1933 to date. Requests for special transportation from outlying points to bus or railroad ticket office, showing name of person using request, points travelled between, and maximum allowed; made in triplicate; original to vendor, duplicate to Washington, triplicate copies kept here. Filed numerically and chronologically. (Occasionally, official.) 3 x 5 cards, 3 in., in drawer of card cabinet. R. 1112. (6222)

298. REQUESTS FOR MEALS AND LODGING, 1935 to date. VA Form 3266, showing name of person using request slip and maximum amount allowed; made in triplicate; original to vendor, duplicates to Washington, triplicate copies kept here. Filed numerically. (Occasionally, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of card cabinet. R. 1112. (6365)

299. TRANSPORTATION FILE, July 1, 1935 - June 30, 1936. Letters requesting transportation for beneficiaries, employees, and attendants travelling to hospitals with incapacitated veterans. Filed chronologically. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1112. (6280)

300. MONTHLY REPORTS, Jan. 1936 to date. Typewritten tabulations on amounts of narcotics released to medical division, various property reports, new and returned, monthly, quarterly and semiannually transportation requests, number of tax-exemption certificates issued to various departments, request for meals and lodging and dentists' gold scraps.

Filed alphabetically by subject. (Occasionally, official.) 9 x 12 folders, 1 ft. 8 in., in drawer of filing case. R. 1112. (6278)

301. CONTRACT FILE, July 1, 1936 - June 30, 1937. Forms and supporting correspondence regarding bids and conditions of sale; Standard Form 2, real estate lease between government and owner of property, and VA Supply Form 1261, invitation to accompany bid. Filed alphabetically by subjects. (Occasionally, official.) 9 x 12 folders, 2 ft., in drawer of filing case. R. 1112. (6271)

302. FLAG CORRESPONDENCE FILE, July 1, 1936 - June 30, 1937. Requests for flags used in draping caskets of veterans, made by relatives to postmasters in parish seats who request and acknowledge receipt of flag. Filed alphabetically by post offices. (Occasionally, official.) 9 x 12 folders, 1 ft., in drawer of filing case. R. 1112. (6350)

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