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No. 30



INVENTORY  
OF FEDERAL ARCHIVES IN THE STATES

SERIES XII  
VETERANS ADMINISTRATION  
NEW MEXICO

No. 30

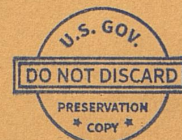


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THE NEW MEXICO HISTORICAL  
RECORDS SURVEY



INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Federal Archives Unit  
of the  
New Mexico Historical Records Survey  
Division of Professional and Service Projects  
Work Projects Administration

University of New Mexico  
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SERIES XII. VETERANS' ADMINISTRATION

NO. 30. NEW MEXICO

Albuquerque, New Mexico  
The New Mexico Historical Records Survey  
October 1940

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the Survey of Federal Archives, which operated as a Nation-wide project of the Work Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, which also operated as a Nation-wide project of the Works Progress Administration until September 1, 1939 when it was reorganized as a group of state projects of the Work Projects Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgments, and general discussions of the location, condition, and content of Federal Archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc. For a complete list of publications issued by the New Mexico Historical Records Survey, see page 34.

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 588A 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.

In New Mexico the work of the original Survey was under the direction of Professor Lansing B. Bloom, Regional Director, with Major J. H. Toulouse as Assistant from its inception until the first of June 1937. At that time New Mexico was added to the territory under the supervision of Mr. Clifford M. Sublette, Director of the Survey of Federal Archives in Colorado and Wyoming. Upon the termination of the Federal Project on June 30, 1937, Mr. Sublette, who became State Director of the Historical Records Survey in Colorado, remained in charge of the preparation of the Inventory of Federal Archives for New Mexico. A unit of the Historical Records Survey in New Mexico has been engaged in field work on Federal Archives under the supervision of Dean George P. Hammond, Director, and his recent successor Herbert O. Brayer, State Supervisor.

This Inventory of the Veterans Administration was prepared in the

## Preface

state headquarters of the Historical Records Survey, at Albuquerque, under the direction of the State Supervisor. Editing was under the supervision of John B. Hover. Typing and stenciling was completed under the direction of Zenaida Olguin. This inventory was edited before publication by Miss Elizabeth Edwards of the Washington office.

All inquiries concerning the New Mexico Federal Archives Inventories should be directed to Herbert O. Brayer, State Supervisor, Historical Records Survey, Box 90, University of New Mexico, Albuquerque, New Mexico.

Herbert O. Brayer  
State Supervisor  
New Mexico Historical Records Survey

Albuquerque, New Mexico  
October 1940

CONTENTS

	Page
ALBUQUERQUE	
Veterans Administration Combined Facility.....	1
Adjudication Division.....	1
Chief Attorney, Office of the.....	1
Finance Division.....	2
Manager, Office of the.....	2
Contact Unit.....	3
General Files.....	3
Personnel Unit.....	3
Medical Division.....	4
Chief Medical Officer.....	4
Clinical Unit.....	4
Dental Unit.....	4
General Medical and Surgical Ward.....	5
Occupational Therapy and Recreation Unit.....	5
Out-Patient Unit.....	5
Pharmacy.....	5
Physio-therapy Unit.....	6
Receiving Ward.....	6
Tuberculosis Ward.....	6
X-Ray Laboratory.....	6
Supply Division.....	6
Transportation Unit.....	7
Utility Division.....	7
FORT BAYARD	
Veterans Administration Facility.....	9
Finance Division.....	10
Manager, Office of the.....	12
Personnel Unit.....	13
Medical Division.....	13
Clinical Director, Office of the.....	13
Clinical Laboratory.....	16
Clinical Records in storage.....	16
Consultation Room Records.....	17
Dental Unit.....	18
Ward Nurses, Offices of the.....	19
X-Ray Unit.....	19
Record Room.....	20
Supply Division.....	21
Procurement Unit.....	21
Transportation Unit.....	23
Utility Division.....	24
INDEX.....	26
PUBLICATIONS.....	34

THE VETERANS' ADMINISTRATION

ALBUQUERQUE

## VETERANS' ADMINISTRATION COMBINED FACILITY

A subdistrict office of the Veterans' Bureau was established in Albuquerque in 1921 or 1922. It became a regional office in 1924. On August 22, 1932 a newly built hospital of The Veterans' Administration was opened and the regional office was combined with it. The Combined Facility is ideally located on the mesa at the base of the Sandia Mountains, five miles southeast of Albuquerque, New Mexico. Its records and files are in excellent order; no archival material is sent to Washington, but from time to time authority is received from Washington to destroy certain old and obsolete copies of case records, compensation claims, etc.

Apparently there are no records at the Facility dated before 1932. Inactive records of the former regional office have been sent to the Veterans' Administration Supply Depot at Perry Point, Maryland. Stored there are forty linear feet of duplicate papers and rehabilitation folders from the date of the filing of the first claim in Albuquerque to January 7, 1932; also sixteen linear feet of memorandum copies of vouchers, dated July 1924 to June 1930. For further information about these records, see Series XII, The Veterans' Administration, No. 19, Maryland.

Adjudication Division

1. ADJUDICATION SERVICE FILES, 1932 to date. Service letters, administrative orders, correspondence with veterans, records of minors of veterans - both deceased and living; minors attending school and progress made; miscellaneous correspondence and data pertaining to adjudication matters. Filed chronologically. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 5 ft., in 3 steel filing drawers. R. 155. (410)

Office of the Chief Attorney

2. ACTIVE INCOMPETENT CASES, 1932 to date. Correspondence relative to incompetent veterans, disposition of their estates, name and authority of guardian; bond, surety, dependants, court rulings; financial reports of guardians. Filed by names of veterans. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 34 ft., in 17 wooden filing drawers. R. 148. (406)

3. CLOSED CASES, 1932 to date. Correspondence and miscellaneous data relative to cases of deceased incompetents, whose dependents are of age or have acquired estates by court order or the inheritance laws of New Mexico. Filed by names of veterans. (Rarely, official.)  $8\frac{1}{2}$  x 11 folders, 4 ft., in 4 steel filing drawers. R. 148. (404)

4. MISCELLANEOUS CORRESPONDENCE, July 1939 to date. Central Office correspondence, service letters, circular letters, letters and telegrams



Albuquerque Facility

pertaining to deceased incompetents. Filed by subjects. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 1 steel filing drawer. R. 148. (405)

Finance Division

5. VOUCHERS, 1932 to date. Travel vouchers, miscellaneous purchases, miscellaneous expenses. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 10 ft., in 5 steel filing drawers. R. 153. (408)

6. MISCELLANEOUS RECORDS, 1932 to date. Correspondence, Comptroller General's decisions, Veterans Administration regulations, budget and accounting work sheets, contracts. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 22 ft., in 11 steel filing drawers. R. 153. (409)

7. MISCELLANEOUS RECORDS, 1932 to date. Card record of miscellaneous fiscal transactions; salary record cards; current compensation and pension claims; special requests for meals and lodgings; receipts of collections made. Filed by subject. (Daily, official.) 5 x 8 cards,  $4\frac{1}{4}$  ft., in card cabinet and card table. R. 153. (427)

Office of the Manager

8. CORRESPONDENCE AND MISCELLANEOUS RECORDS, July 1938 to date. General correspondence, reports and miscellaneous records under the following subjects: Form C1 and C2, personnel reports; cancelled reports on personnel; resigned and discontinued personnel; annual physical examinations; veneral inspection reports; consolidated reports; occupational therapy reports and audit reports; patients' yearly reports; efficiency ratings; Civil Service Commission ratings; report of hourly wage paid; black list; increases in salary; U. S. Civil Service Commission forms; schedule of hours of duty; personnel correspondence; personal correspondence of manager; trays served to nurses and attendants; raw food costs; concessionaries; absentee reports and forms; Form PCB 4, personnel reports; applications for positions; personal funds of patients; clinical clerk's memorandum reports; memorandums from division chiefs; special orders; station orders; memorandums from manager to division chiefs; general diet menus; field service receipts; schedule of collections; maintenance record reports; chief medical officer's memorandums; station memorandums; instructions to hospital attendants; sanitary inspection; memorandums from chief guard; Veterans Administration service letters; comptroller's decisions; instruction letters; memorandum receipts; supplies; confidential efficiency reports; impoundment reports; correspondence regarding investigations; gold report; dental clinic; memorandums from utility chief; Goddard Shackelford reports; list of cases taken up by service officers; Central Office supervisor reports; and letters on economy. Filed by subjects. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 10 ft., in 6 steel filing drawers. R. 167. (421)

## Albuquerque Facility

## Contact Unit

9. MISCELLANEOUS, 1932 to date. A file of applications for claims; enrollment in Veterans CCC Camps; and bureau issues. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 4 ft., in 2 steel filing drawers. R. 162. (420)

## General Files

10. MASTER INDEX, 1932 to date. 2 x 4 cards constituting a general index. Filed alphabetically by patients' names, case numbers and subjects. (Daily, official.) 370 ft. in steel filing cabinets. R. 25. (49)

11. LOCAL CLAIMS AND HOSPITALIZATION, 1932 to date. Register of veterans confined to this hospital who have not been confined in another hospital. Gives case history, correspondence regarding admittance and release, personal and physical history, diagnosis reports. 2 x 4 master card index, 370 ft. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 232 ft., in 25 wooden transfer boxes. R. 25. (391)

12. COMPENSATION CLAIMS, 1932 to date. Copies of claims of veterans served by this hospital. Gives personal history, physical condition, type of illness or disability, clinical and X-ray reports, and correspondence pertaining to same. 2 x 4 master card index, 370 ft. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 928 ft., in 116 steel and 28 wooden filing drawers. R. 25. (392)

13. "WILLIAM BEAUMONT" RECORDS, 1932 to date. Case histories of patients transferred to this hospital from the William Beaumont Hospital, El Paso, Texas. Case histories, diagnoses, type of disability, etc. 2 x 4 master card index, 370 ft. (Daily, official.)  $8\frac{1}{2}$  x 12 folders, 12 ft., in 6 steel filing drawers. R. 25. (393)

## Personnel Unit

14. LEAVE RECORDS, 1932 to date. A card record showing amount of annual and sick leave taken by all employees. Filed alphabetically. (Occasionally, official.) 5 x 8 cards, 5 ft., in 5 drawers of wood card cabinet. R. 167. (382)

15. PERSONNEL RECORDS, 1932 to date. Applications for positions and promotions; personal descriptions and histories; general personnel correspondence. Filed alphabetically by names of employees. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 12 ft., in 6 steel filing cabinets. R. 167. (422)

16. PERSONNEL, (QUARTERS, SUBSISTENCE AND LAUNDRY,) 1932 to date. Card record of payments of employees for board, room and laundry; amounts due (if any) from each employee. Filed by names of employees. (Periodically, official.) 5 x 8 cards, 2 ft. 10 in., in 2 drawer card cabinet. R. 167. (426)

## Albuquerque Facility

17. SERVICE RECORD CARDS, 1932 to date. Card record containing information concerning monthly venereal tests; throat smear tests; scar tests; annual and semi-annual physical and health examination reports. Filed by names of employees. 3 x 5 cards, 1 ft., in wooden card cabinet. R. 167. (423)

Medical Division  
Chief Medical Officer

18. ADMISSION CARDS, 1932 to date. Lists of hospitalized patients' names, brief case histories and other data necessary for admission. Filed by names of patients. (Daily, official.) 5 x 8 cards, 6 in., in wooden card cabinet. R. 170. (425)

19. DIAGNOSES CARDS, 1932 to date. Card record of diagnosis of condition of each patient as received, and record of placement. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in 1 drawer of wooden filing cabinet. R. 170. (383)

20. MEDICAL CORRESPONDENCE, July 1939 to date. Reports on diets, reports to chief medical officer, medical correspondence with Washington office. Filed by subjects. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 8 ft., in 4 steel filing drawers. R. 170. (381)

Clinical Unit

21. ACTIVE CASE CORRESPONDENCE, 1932 to date. Correspondence relative to patients in and transfers to this facility, also patients living in town but entitled to treatment at the hospital. Filed under names of patients. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 14 ft., in 7 steel filing drawers. R. 142. (402)

22. REPORTS OF PHYSICAL EXAMINATIONS, 1938-1939. Physical examination reports of all patients leaving this institution - discharged or transferred. Filed alphabetically by patients' names. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 1 steel filing drawer. R. 142. (403)

Dental Unit

23. DENTAL ACTIVITIES, July 1939 to date. Correspondence and reports on dental work performed on out-patients at the institution and by outside dentists. Filed alphabetically by names of patients. (Occasionally, official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 1 steel filing drawer. R. 120. (397)

24. HOSPITAL REPORTS, July 1939 to date. Instructions, procedure, service letters, regulations, care given patients, types of medication; monthly reports of number of treatments given and examinations made. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 1 steel filing drawer. R. 120. (398)

## Albuquerque Facility

25. ACTIVE FILE, July 1939 to date. Dental records of in-patients; dental records out-patients; abeyance records; correspondence with outside dentists and dental supply sources. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 1 steel filing drawer. R. 120. (399)

26. GOLD REPORT, 1939 to date. Record of amount of gold used in dental work for individual patients (one card for each dental case). Filed alphabetically under patients' names. (Daily, official.) 3 x 5 cards, 3 in., in card file box in safe. R. 120. (395)

## General Medical and Surgical Ward

27. WARD FILE, 1940. Daily progress charts, temperature readings, pulse counts, physical examinations and medical prescriptions. Filed alphabetically by names of patients. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft. 1 in., in desk drawer file. R. 416. (387)

## Occupational Therapy and Recreation Unit

28. GENERAL CORRESPONDENCE, July 1939 to date. Letters, circulars and service data pertaining to occupational therapy; motion picture contracts; picture lists and catalogs; correspondence with producers of recreational equipment and occupational equipment and occupational therapy supplies. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 2 steel filing cases. R. 226. (384)

## Out-patient Unit

29. FOREFEITURE CASES, 1932 to date. Names, addresses, brief personal and case histories of veterans who have forfeited their right to government treatment by some violation of government regulations, such as drunkenness, chronic disorderliness, etc. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in desk type card cabinet. R. 172. (424)

30. CORRESPONDENCE, Jan. 1939 to date. Correspondence with WPA, NYA, and CCC in connection with Veterans' Administration; service letters; miscellaneous examination and treatment reports. Filed by subjects. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 8 ft., in 4 wooden drawers. R. 172. (386)

## Pharmacy

31. PRESCRIPTION RECORDS, 1938 to date. Record of all prescriptions ordered by the medical staff for patients and a record of all narcotics used. Filed chronologically. (Daily, official.) 10 x 11 vol., 6 in., hook file, desk copy. R. 116. (396)

## Albuquerque Facility

## Physio-therapy Unit

32. DAILY AND MONTHLY REPORTS, July 1939 to date. Mimeographed reports giving names of patients and character of treatment taken; also monthly reports of individual case treatments describing treatment methods for various ailments. Filed chronologically by months. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft., in desk file. R. 10. (389)

33. ACTIVE FILE, July 1939 to date. Physio-therapy daily report cards, showing patient's name, diagnosis, registration number, date of initial visit and final disposition. Filed by patients' names. (Daily, official.) 5 x 8 cards, 3 ft., in 3 drawer card cabinet. R. 10. (390)

## Receiving Ward

34. WARD FILE, 1940. Daily progress charts of patients' conditions, temperature readings, pulse counts and physical examinations. Filed by names of patients. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft. 1 in., desk drawer file. R. 216. (385)

## Tuberculosis Ward

35. WARD FILE, 1940. Daily progress charts showing patients' conditions, temperature readings, pulse counts, physical and X-ray examinations. Filed alphabetically by names' of patients. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft. 1 in., in desk drawer file. R. 416. (388)

## X-ray Laboratory

36. X-RAY LABORATORY REPORTS, 1932 to date. Laboratory X-ray pictures of present and former medical, surgical, dental and general patients. Indexed alphabetically and by case numbers, 3 x 5 cards, 9 ft., in 9 wooden drawers of card cabinet. (Daily, official.) 10 x 15 folders, 100 ft., on 5 steel shelves. R. 106. (394)

Supply Division

37. RECORD OF PERSONAL EFFECTS, 1932 to date. An itemized record of the personal effects of all patients in this institution. Filed by names of patients. (Occasionally, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft., in 1 steel filing drawer. R. 158. (411)

38. PURCHASE ORDERS, July 1938 to date. Central Office contracts; invitations, bid and acceptance forms for New Mexico and other than New Mexico bidders; purchase order copies. Filed numerically by bid numbers. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 10 ft., in 5 steel filing drawers. R. 158. (414)

39. REQUISITIONS, July 1939 to date. Requisitions for purchases other than local and not subject to bid. Filed by subject. (Occasionally,

### Albuquerque Facility

official.)  $8\frac{1}{2}$  x 11 folders, 2 ft., in 1 steel filing drawer. R. 158. (413)

40. CENTRAL OFFICE CORRESPONDENCE, July 1939 to date. Regulation letters, service letters, bulletins, telegrams, purchase reports and memoranda, inter-office correspondence. Filed by subjects. (Occasionally, official.)  $8\frac{1}{2}$  x 11 folders, 1 ft., in 1 steel filing drawer. R. 158. (412)

41. MISCELLANEOUS PROPERTY REPORTS, July 1939 to date. Instructions, correspondence, bills of lading, collection reports, letters of authority, lists of delinquencies in deliveries, rejected goods. Filed by subjects. (Frequently, official.)  $8\frac{1}{2}$  x 11 folders, 4 ft., in 2 steel filing drawers. R. 158. (428)

42. PROPERTY VOUCHERS, July 1939 to date. Miscellaneous correspondence, forms, service letters of supply division concerning property and handling of property vouchers. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 6 ft., in 3 steel filing drawers. R. 158. (415)

### Transportation Unit

43. EMPLOYEES' REQUESTS, 1932 to date. Card record of requests by employees for meals and transportation. Filed chronologically. (Daily, official.) 5 x 8 cards, 6 in., in wooden card cabinet. R. 160. (418)

44. TRANSPORTATION AND MEAL REQUESTS, 1934 to date. Card record of requests for transportation and meals for patients traveling to and from this institution. Filed chronologically. (Daily, official.) 3 x 7 and 4 x 8 cards, 9 ft., in 9 drawers card cabinet. R. 160. (416)

45. MISCELLANEOUS RECORDS, 1938 to date. Miscellaneous and Central Office correspondence, travel vouchers, travel orders, copies of monthly reports. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 6 ft., in 3 steel filing drawers. R. 160. (419)

46. ROUTING CARDS, July 1939 to date. Card record of bus lines automobile routes, railroad lines and schedules, for use of patients applying for government-paid transportation to and from this institution. Filed by subject and chronologically. (Frequently, official.) 5 x 8 cards, 6 in., in wood card cabinet. R. 160. (417)

### Utility Division

47. MAINTENANCE FOLDERS, 1932 to date. Maintenance repair requests, reports, and correspondence relative to repairs on attendants' quarters. Blueprints, sketches, shop drawings and general correspondence on utility matters. Service letters, catalogues, circulars, bids, requests for parking privileges. Filed by subject. (Daily, official.)  $8\frac{1}{2}$  x 11 folders, 32 ft., in 16 steel filing drawers. R. 130. (401)

## Albuquerque Facility

48. MAINTENANCE BLUEPRINTS FOR ALL BUILDINGS, 1932 to date. Blueprints showing locations of all steam valves, steam tables, plumbing repair manholes and outlets for the use of the Utility Division in making repairs. (Daily, official.) 40 x 32 prints, 2 ft. 4 in., in 13 drawer blueprint cabinet. R. 130. (407)

49. PARKING ASSIGNMENTS AND RECORD OF PERSONNEL, 1932 to date. Card record of garage and parking assignments of hospital employees and facility automobiles and trucks; personal histories and work qualifications of utility employees. Filed alphabetically by names of employees. (Periodically, official.) 3 x 5 cards, 2 ft., in 2 steel filing drawers. R. 130. (400)

FORT BAYARD

## VETERANS ADMINISTRATION FACILITY

- (A) Administration Building
- (B) Ward and Clinic Building

Fory Bayard was established in 1868 as an army outpost to protect the early settlers and prospectors from the Indians. The reservation then as today embraces 20,000 acres, the largest single hospital or military site in the United States. As an army post it has had as its commanding generals such famous figures as General Crook, General Lawton and General Miles. Today the old cavalry post occupies a unique place in American medical circles as it was probably the first hospital or sanatorium established in the United States for the exclusive care and treatment of tuberculosis. Fort Bayard continued as a military border post until 1899. In October of that year the Medical Corps of the United States Army established a hospital at the fort for the treatment of soldiers afflicted with tuberculosis. As the experiment proved successful the army garrison was withdrawn and the post was turned over to the Medical Department of the Army for exclusive use as a hospital on January 12, 1900. Thereafter Fort Bayard was converted into a hospital primarily designed for soldiers of the United States Army, and beneficiaries of the United States Soldiers' Homes. Some sailors and marines were also admitted as were a limited number of civilians. Even in its early days as a hospital 400 patients were treated simultaneously, and as the hospital expanded, the patient load steadily increased, until in 1917, there were as many as 1000 patients being treated at the same time. After the war (1919) the hospital was released by the War Department as a military institution and was transferred to the United States Public Health Service. Upon establishment by the Veterans Bureau of Hospitals throughout the country, Fort Bayard was again (1922) made a Veterans hospital and enlarged and modernized until now the physical investment totals more than three million dollars. While this institution comprises a large number of buildings for recreational purposes and employees' quarters, all records are confined to the Administration Building and the Ward and Clinic Building. Today the patient load varies from 300 to 400 although the bed capacity and medical facilities are capable of caring for several times that number. The hospital has its own central heating plant, a large library, fire department, modern water and sewage system, central radio reception plant, engineering department, motor transport, laundry, commissary, barber shops, recreation center, motion picture theater, dental clinic, and golf course. No archival material is sent to Washington, but from time to time certain old and useless papers are disposed of after receipt of official sanction from Washington. Twenty-four linear feet of Fort Bayard Facility memorandum vouchers, dated July 1924 - June 1929, are stored at the Veterans' Administration Supply Depot at Perry Point, Maryland. For further information about these records, see Series XII, The Veterans' Administration, No. 19, Maryland.



## Fort Bayard Facility

Finance Division

50. COST ACCOUNTING REPORTS, 1937 to date. Statistical reports to Central Office: Forms 6606 and 6608, work sheets; Forms 6634, 6634a and 6634b, cost accounting records. Filed chronologically. (Frequently, official.)  $14\frac{1}{2}$  x 16 bound vols., 4 in. Finance office (Bldg. A). (49)
51. MISCELLANEOUS FILE, (FISCAL), 1931 to date. Form 1044, schedule of collections; Form 1064, schedule of disbursements; service letters; administrative decisions; decisions of the Comptroller General; Form 1216 Accounts of Sales or Collections; travel orders; allotments completed; reimbursements for gas and oil; budget and cost data; general regulations, bulletins and miscellaneous correspondence. Filed by subjects. (Frequently, official.) 9 x  $11\frac{1}{2}$  folders, 8 ft., in 3 wood and 1 steel filing cases. Finance office (Bldg. A). (29)
52. COMPLETED PROCUREMENTS, 1938 to date. Form 3211, requisitions; 1252, purchase orders; 134, depot requisitions. Filed numerically. (Frequently, official.) 9 x  $11\frac{1}{2}$  folders, 3 ft., in 2 wood filing cases and on shelf in file cabinet. Finance office (Bldg. A). (66)
53. MEAL AND LODGING AND SPECIAL TRANSPORTATION REQUESTS, 1938 to date. Form 3266A, requests for meals and lodging for patients enroute; 3267, requests for special transportation. Filed alphabetically by names of patients. (Daily, official.) 5 x 7 cards, 3 ft., in 4 drawer wood card cabinet. Finance office (Bldg. A). (67)
54. SALARY RECORD CARD, 1938 to date. Record of salaries paid all employees, with names of employees, amount of salary raises or deductions, if any. Filed alphabetically by employees' names. (Frequently, official.) 5 x 8 cards, 1 ft., in 1 wood filing drawer. Finance office (Bldg. A). (68)
55. PAID VOUCHERS, 1938 to date. Form 1034a, paid vouchers, showing dates, amounts, to whom issued, and for what service. Filed under subjects. (Occasionally, official.) 9 x  $11\frac{1}{2}$  folders, 2 ft., in 6 wooden filing cases. Finance office (Bldg. A). (69)
56. FIELD SERVICE RECEIPTS, October 1, 1937 to date. Form 1028, field service receipts, showing series number, description of remittance, reason for remittance, appropriation or fund to be credited, name and address of remitter. Filed numerically. (Daily, official.) 3-9 x  $11\frac{1}{2}$  vols. and loose sheets, 10 in., in 1 steel filing drawer. Finance office (Bldg. A). (56)
57. MEAL TICKETS COMPLETED, October 2, 1932 to date. Authority and receipts for guest meals. Filed numerically by ticket number. (Daily, official.) 3 x 5 cards, 2 ft., in 2 sections of steel file. Finance office (Bldg. A). (30)

## Fort Bayard Facility

58. PAID VOUCHERS, 1939 to date. Form 1034a, copies of paid vouchers for expenses other than personal, showing dates, amount, to whom issued, and for what service or materials. Filed alphabetically by names of payees. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 8 ft., in 4 wood filing cases. Finance office (Bldg. A). (85)
59. BUDGET ESTIMATES, 1938 to date. Form 6514, budget estimates; Form 1216, account of sales or collections; Form 1064, schedule of disbursements; Form 1013c, pay roll vouchers. Filed by subjects and chronologically. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 1 ft. 6 in., in 1 steel filing case. Finance office (Bldg. A). (60)
60. CONSOLIDATED MONTHLY REPORT OF BUDGET ACTIVITIES, 1938 to date. Copies of consolidated monthly reports of budget activities, showing symbol designations, total allotments and incumbrances, net monthly incumbrance and unincumbered balance. Filed chronologically by months. (Frequently, official.) 11 x 14 $\frac{1}{2}$  loose sheets, 2 in., on shelf. Finance office (Bldg. A). (59)
61. COST ACCOUNTING, 1938 to date. Cost accounting data and memoranda from the various departments to the finance office. Filed alphabetically by departments, by subjects and chronologically by years. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 steel filing case. Finance office (Bldg. A). (64)
62. REGISTER OF ALLOTMENTS, 1938 to date. Form 1017c register of allotment sheets; 1015a, allotment ledger postings. Filed by months. (Daily, official.) 14 $\frac{1}{2}$  x 16 $\frac{1}{2}$  loose sheets and bound vol., 3 in., in 1 steel file drawer. Finance office (Bldg. A). (65)
63. SCHEDULE OF DISBURSEMENTS, 1940 to date. Copies of vouchers sent to disbursing office. Filed by months. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wooden filing case. Finance office (Bldg. A). (109)
64. MISCELLANEOUS CORRESPONDENCE, 1940 to date. Miscellaneous correspondence regarding patients' funds account, account of sale and collections, miscellaneous schedules and contracts; also Form 1013c, pay rolls. Arranged chronologically by subjects and dates. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wood filing case. Finance office (Bldg. A). (110)
65. CONTRACTS COMPLETED, 1938-1939. Copies of contracts with various firms for food, equipment, machinery, and supplies. (Contract Forms 41 and 1285.) Filed by subject. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wood filing case. Finance office (Bldg. A). (74)
66. AGENT CASHIER'S FILE, 1939 to date. Memo's and orders relative to duties of the cashier; 1011, cash shipments; 1044 and 1096, schedule

## Fort Bayard Facility

of collections of patients' funds. Arranged by subjects. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 8 in., in 1 wood filing drawer. Finance office (Bldg. A). (83)

67. ALLOTMENT LEDGER, 1939 to date. 1015a, allotment ledgers showing incumbrances against different departments, and expenditures of those departments against allotment symbols. (Daily, official.) 11 x 16 vols., (4), 1 ft. Finance office (Bldg. A). (84)

Office of the Manager

68. MIMEOGRAPH FORMS, 1940. Master copies of mimeograph forms and numbers held for corrections and duplications. Arranged numerically by form numbers. (Frequently, official.) 8 x 10 $\frac{1}{2}$  sheets, loose-leaf binder, 1 in., in 1 wood filing case. Manager's office (Bldg. A). (101)

69. SPECIAL ORDERS, 1940. Copies of special orders issued to various departments and personnel by the Manager, with subject and special instructions relative to their work and duties. Filed numerically by order number. (Frequently, official.) 8 x 10 $\frac{1}{2}$  sheets in loose-leaf binder, 1 in., in file drawer. Manager's office (Bldg. A). (102)

70. MEMORANDUMS, 1940. Typed copies of memorandums to various departments and personnel, by the Manager, pertaining to performance of duties, care of patients, discipline, absence and miscellaneous subjects. Filed numerically by memorandum number. (Frequently, official.) 8 x 10 $\frac{1}{2}$  sheets in loose-leaf biner, 1 in., in file drawer. Manager's office (Bldg. A). (103)

71. ADMINISTRATOR'S DECISIONS, 1940 to date. Mimeographed copies of Administrator's decisions. 4 x 6 card index, 1 ft., arranged by subjects. (Frequently, official.) 8 x 10 $\frac{1}{2}$  sheets, in loose-leaf binder, 2 in., in file drawer. Manager's office (Bldg. A). (107)

72. HOSPITAL GENERAL ORDERS, 1940 to date. Copies of general orders to various departments and personnel issued by the manager. 4 x 6 card index, vol. 1 ft., by subjects. (Frequently, official.) 8 x 10 $\frac{1}{2}$  sheets in loose-leaf binder, 2 in., in file drawer. Manager's office (Bldg. A). (108)

73. ORDERS, ADMINISTRATIVE AND GENERAL, 1940 to date. Copies of administrative and general orders (mimeographed) issued by the Veterans' Administration. 4 x 6 card index, vol. 1 ft., arranged by subjects. (Frequently, official.) 8 x 10 $\frac{1}{2}$  sheets in loose-leaf binder, 2 in., in file drawer. Manager's office (Bldg. A). (106)

74. CORRESPONDENCE, 1930 to date. General office correspondence with reference to personnel, general orders, administrative orders, regulations, memorandums and special instructions to attendents and department heads.

## Fort Bayard Facility

Arranged alphabetically under subjects. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wooden filing case. Manager's office (Bldg. A). (22)

75. SERVICE AND BUDGET CARD, 1940 to date. Form 6640, budget control cards of authorized positions. Filed alphabetically by name of employee. (Frequently, official.) 5 x 8 cards, 1 ft., in 1 wooden filing drawer. Manager's office (Bldg. A). (105)

76. REPORTS, 1930 to date. Special, Annual and Inspection reports on the duties and functions of the different hospital departments and narrative records of operation, cost of maintenance, discipline of personnel, new equipment required and census records. Filed under subjects or department headings. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wooden filing case. Manager's office (Bldg. A). (24)

## Personnel Unit

77. PERSONNEL, 1940. Folders containing data on personnel now employed at this institution: applications, civil service ratings, positions applied for, previous service records, positions now held, changes in Civil Service ratings, if any; leave, disability, sick and transfer applications. Filed alphabetically under names of employees. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 16 ft., in 8 wooden filing cases. Manager's office (Bldg. A). (104)

78. INACTIVE PERSONNEL, 1930 to date. Miscellaneous personnel data and memoranda regarding employees who resigned or have been transferred. Filed alphabetically by employees names. (Seldom, official.) 9 x 11 $\frac{1}{2}$  folders, 6 ft., in 4 wooden filing cases. Manager's office (Bldg. A). (23)

79. INDIVIDUAL RECORD OF ABSENCE, 1939 to date. Form 3235, individual cards recording absences of employees during the year and 3227, applications for leave. Filed alphabetically by names of employees. (Frequently, official.) 5 x 8 cards, 1 ft., in 1 wooden filing drawer. Manager's office (Bldg. A). (86)

Medical Division  
Office of the Clinical Director

80. REJECTIONS, 1938 to date. Correspondence and data on veterans who made applications for hospitalization and were rejected. Arranged alphabetically by names of veterans. (Occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 2 steel filing cases. R. 128 (Bldg. B). (72)

81. GENERAL FILE, DENTAL, 1938 to date. Form 2804, dental laboratory requisitions and work orders; out-patient examinations completed; authority for out-patient examinations and treatment; dental record charts transmitted to regional office; requests for dental work and completion of treatments; Veterans' Administration service letters and miscellaneous correspondence;

## Fort Bayard Facility

3617a, semi-annual report of records maintained by field officer; teeth on hand in bulk storage; emergency treatment of employees. Arranged under subject headings. (Daily, official.) 9 x 11 $\frac{1}{4}$  folders, 1 ft., in 1 wooden filing case. Dental Clinic (Bldg. B). (73)

82. SUPPLIES FOR OUT-PATIENTS, 1937 to date. Supplies furnished out-patients, giving names of patients and C numbers. Filed alphabetically by names of patients. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 in., in 1 steel filing case. R. 128 (Bldg. B). (52)

83. DEATH CASES, 1936 to date. Burial instructions and correspondence, 1927; reports of deaths, fiscal year 1936-37; death census 1940; Form 3229, deceased buried on post, 1938; death folders forwarded, 1939; death certificates, 1938. Filed under subjects. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 4 in., in 1 steel filing drawer. R. 128 (Bldg. B). (39)

84. U. S. ATTORNEY, 1934 to date. Letters from U. S. Attorney requesting clinical records. Filed alphabetically by surnames of patients. (Occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 2 in., in 1 steel filing drawer. R. 128 (Bldg. B). (32)

85. WPA OUT-PATIENTS, July 1939 to date. Case files of WPA workers who have been discharged from the hospital; showing patients' names and WPA identification number. Filed alphabetically by names of patients. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 10 in., in 2 steel filing cases. Clinical Record Room (Bldg. B). (96)

86. PATIENTS IN HOSPITAL OLD FOLDERS, October 31, 1920 to date. Clinical and case records of patients in hospital; taken from inactive basement files when patient returns to hospital and put in active clinical file. Filed alphabetically. 3 x 5 card index, 2 in., in Clinical Director's Office. (Daily, official.) 9 x 11  $\frac{3}{4}$  folders, 8 ft., in 4 steel filing drawers. R. 128 (Bldg. B). (5)

87. PATIENTS' RECORD, June 16, 1920 to date. Form 2593, record of all patients received and summary of hospitalization. Gives names and register numbers, and when cases are completed are labeled "completed cases"; held for one year, then destroyed. Filed numerically by register numbers. (Daily, official.) 5 x 8 printed forms, 6 ft, 4 in., in tub file in desk. R. 128 (Bldg. B). (4)

88. DISCHARGES, March 30, 1940 to date. Clinical records and case files of discharged patients. (These are held for 30 days, then placed in basement storeroom.) 3 x 5 card index, vol. 9 ft., in Medical Director's office. (occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 8 ft., in 4 steel filing cases. R. 128. (124)

89. OUT-PATIENT FOLDERS, 1939 to date. Folders of out-patients who have been discharged during past six months. (These are held open for

## Fort Bayard Facility

six months, then filed in old clinical files in basement storeroom) 3 x 5 card index, vol. 9 ft., in 9 filing cases in Clinical Director's Office. (Occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 3 ft., in 3 steel filing cases. R. 128 (Bldg. B). (87)

90. CORRESPONDENCE, 1930 to date. General correspondence regarding patients in hospital, giving names of patients, registration numbers and case numbers. Filed under registration numbers. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 6 ft., in 3 steel filing drawers. R. 128 (Bldg. B). (21)

91. REPORTS, 1936-38. Form 6645, annual reports, 1932; Form 1082, monthly reports Canadian finance; Form 2601, monthly reports of Veterans' Administration hospital and domiciliary care, 1938; Form 2620, chemical laboratory monthly report, 1938; Form 2618, monthly library report, 1938; Form 2658, narcotics, 1938; Form 2634, occupational therapy, monthly report, 1938; syphilitic treatments, 1937; Form 2565, out-patients monthly report, 1938; Form 2612, physiotherapy monthly report, 1938; Form 2539, prosthetic appliance service cards, 1936; Form H55-121, requisitions, 1938; Form 3411, semi-monthly report, 1938; Form 2685, monthly X-ray report, 1938; operation schedule, 1938; Form 3617, semi-annual report of records, 1938; semi-annual surgical instrument report, 1936; miscellaneous relative correspondence. Filed by subjects. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft. in 1 steel filing drawer. R. 128 (Bldg. B). (40)

92. CHARTS HELD FOR FURTHER REFERENCE, August 3, 1926 to date. Clinical charts of patients, held for future reference and study. Filed alphabetically by names of patients. (Occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 steel filing drawer. R. 128 (Bldg. B). (11)

93. RAILROAD RETIREMENT BOARD AND SERVICE LETTERS, 1938 to date. Case files of retired railroaders who have received treatments or examinations at this institution; copies of service letters. Filed alphabetically by names of patients. (Seldom, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 steel filing drawer. R. 128 (Bldg. B). (61)

94. MISCELLANEOUS CORRESPONDENCE, 1938 to date. Miscellaneous correspondence regarding clinical records and clinical bulletins. Filed alphabetically. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 2 steel filing cases. R. 128 (Bldg. B). (62)

95. CCC FILE, 1938 to date. Form P132, bills for CCC enrollees who have received treatment at this institution; monthly reports of CCC cases handled. Filed by subjects. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 steel filing case. R. 128 (Bldg. B). (63)

96. PATHOLOGICAL CARDS, 1920 to date. Brief history and description of diseases of individual patients; giving name, case number, and diagnosis. Filed alphabetically by name of disease, and numerically by patients register numbers. (Daily, official.) 5 x 8 cards, 10 in., in 4 steel desk files. R. 128 (Bldg. B). (2)

## Fort Bayard Facility

## Clinical Laboratory

97. POSITIVE WASSERMANS, January 1, 1928 to date. Card record showing case number, name, color, date of test, number of shots, previous treatments received. Arranged alphabetically by names of patients. (Frequently, official.) 4 x 6 cards, 1 ft. 5 in., in 2 steel drawers. Clinical Laboratory (Bldg. B). (18)

98. TISSUE CARDS, 1929 to date. Cards showing names of patients, case numbers, reference to section number tissue slide file and diagnosis. Filed by names of patients. (Occasionally, official.) 4 x 6 cards, 5 in., in 1 steel filing cabinet. Clinical Laboratory (Bldg. B). (19)

99. LABORATORY REQUEST, January 1, 1940 to date. Form H55-14, showing Ward number, date, name of patient, class or beneficiary, compensation number, register number and service desired. Filed alphabetically by name of patient. (Daily, official.) 5 x 8 sheets, 1 ft. 7 in., 3 paper packages on shelf. (Held for three months, then destroyed). Clinical Laboratory (Bldg. B). (115)

100. TISSUE SLIDES, 1939 to date. Microscope slides of tissue samples, showing name of patient and findings of laboratory; numbered 1 to 60. Indexed, 4 x 6 cards, vol. 5 in., in 1 steel file drawer. (Occasionally, official.) 1 x 4 slides, 1 ft. 2 in., in 1 steel filing case. Clinical laboratory (Bldg. B). (88)

101. EMPLOYEES BLOOD DONOR CARDS, May 27, 1939 to date. Cards showing name of donor, type of blood, occupation, birth date, height, weight, Wasserman, Kahn, red cell count, hemoglobin, tuberculosis, syphilis, hypersensitiveness, epilepsy, and if willing to serve as donor, with dates of donations. Filed alphabetically by names of patients. (Occasionally, official.) 4 x 6 cards, 3 in., in 1 steel filing case. Clinical laboratory (Bldg. B). (94)

102. GENERAL FILE, October 1922 to date. Form 2614, post mortems (1931 to date); Form 2650, water and milk examinations (1929 to date); meat, poultry and food inspections (1928 to date); Form 3229, farm animal autopsies (1929-1937); Form 2620, Clinical Laboratory monthly reports (1923-31); Form 3229, water and dressing cultures (1931-37); Form 2598e, memorandum receipts (1922-34); Form H55-60, excess storage reports (1930-35); Form H55-122, requisitions (1929 to date). Filed by subjects. (Occasionally, official.) 9 x 11 3/4 folders, 1 ft. 6 in., in 1 steel filing drawer. Clinical Laboratory (Bldg. B). (8)

## Clinical Records in Storage

103. PNEUMOTHORAX (OLD), January 20, 1927 - December 28, 1934. Form 3231 record of pneumothorax readings, with patients' name, ward, reading, amount, final reading and remarks. Filed by names of patients. (Never, official.) 8 x 10 1/2 folders, 1/2 in., in 1 wooden filing case. Basement storeroom (Bldg. B). (13)

## Fort Bayard Facility

104. ADMISSIONS, (OLD), July 21, 1928-31. Record of admissions to hospital, showing registration number, name, treatment received and date discharged. Filed alphabetically by names of patients. (Never.)  $10\frac{1}{2}$  x 16 vol., 1 in., on shelf. Basement storeroom (Bldg. B). (16)
105. OUT-PATIENTS, CCC, January 2, 1935 to December 31, 1937. Register of CCC out-patients, showing patient's name, registration number, nature of ailment, treatment received, and date discharged. Filed alphabetically. (Never.)  $8\frac{1}{2}$  x 14 slips in bound vol.,  $\frac{1}{2}$  in., on shelf. Basement storeroom (Bldg. B). (36)
106. CCC CARD RECORDS, 1931-35. Card records of CCC enrollees who have received hospitalization; shows names of enrollees, nature of ailment or injury, treatment and results. Filed alphabetically by names of enrollees. (Never.) 3 x 5 cards, 10 ft., in 8 wooden filing cases. Basement storeroom (Bldg. B). (26)
107. CLINICAL RECORDS AND CASE FILES, April 10, 1920 - February 22, 1940. Complete clinical record and case history of all patients from date of arrival until discharged; contains forms (clinical) 2614, a, b, c, p, e, f, h, i, j, k, and 2686c and forms (case records) 2545, 404, 3101, P10, 1170 and 2511. Filed alphabetically. (Occasionally, official.) 3 x 5 card index, 9 ft., numerically by registration number, in Clinical Directors office. 9 x  $11\frac{1}{2}$  folders, 616 ft., in 160 regulation Government packing boxes. Basement (Bldg. B). (3)
- Consultation Room Records
108. TRANSMITTAL LETTERS, October 22, 1926 to date. Form 1505, revised November 1931, transmittal letters of X-ray films sent out. Filed alphabetically by name of patient and case numbers. (Seldom, official.) 9 x 12 folders, 1 ft. 3 in., in 2 wood filing cases. Consultation room (Bldg. B). (12)
109. LETTERS AND BLUEPRINTS, November 8, 1922 to date. Returned letters of transmittal; blueprints of X-ray and electro cardiograph equipment; general correspondence and instructions on use of X-ray equipment. Filed by subjects. (Occasionally, official.) 9 x 12 folders, 3 in., in 1 wooden filing drawer. Consultation room. (Bldg. B). (9)
110. INDEX TO X-RAY FILMS, January 6, 1892 to date. Alphabetical index of films showing name of patient, whether service connected or non-service connected, claim number, hospital register number and X-ray negative number, date X-rays taken, and parts of body X-rayed. Filed under patients' names. (Daily, official.) 3 x 5 cards, 8 ft., in 7 wooden filing cases and 1 desk drawer. Consultation Room (Bldg. B). (7)
111. MONTHLY X-RAY REPORTS, June 30, 1921 to date. Form 2685, revised October 1938, showing total number of exposures, X-ray film used, dental



## Fort Bayard Facility

film used, number of unsatisfactory radiographs used; apparatus received, unserviceable, or broken; total supplies on hand at end of month. Filed by months and fiscal years. (Monthly, official.) 9 x 12 folders, 3 in., in 1 wooden filing case Consultation Room (Bldg. B). (6)

## Dental Unit

112. DENTAL RECORD CHART AND ORAL EXAMINATION BLANK, Feb. 1940 to date. Form 2570, showing name of designated dentist, date of examination name of patient, C-number and address, adjunct relief certificate, diagnosis, treatment indicated, classification of the teeth and cavities, treatment indicated and general remarks; also daily record of dental work completed. (These forms sent to Veterans Hospital, Albuquerque, New Mexico.) Filed alphabetically by names of patients. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 1 ft., in 1 wooden filing case. Dental Clinic (Bldg. B). (112)

113. GOLD ISSUE SLIPS, February 1940 to date. Form 2609 showing name of station, date, record of gold used in construction, name of patient, C-number, name of dentist and mechanic, estimated amount required, amount issued, used and returned (held 90 days, then sent to Clinical Director's office). Filed alphabetically. (Frequently, official.) 9 x 15 sheets, 1 in., in 1 wooden filing case. Dental Clinic (Bldg. B). (113)

114. REQUESTS FOR DENTAL RELIEF, AND CLINICAL RECORDS, February 12, 1940 to date. Form 2600, request for dental relief showing Veterans Administration Facility, date, name of patient, C-number, register number, ward number, ward number, basis of physical disability and whether or not service connected. Form 2614p, dental record giving date examined, missing teeth, general dental condition, number of fillings, number serviceable, remarks, diagnosis, dental relief authorized and date. Arranged alphabetically under subject headings. (Daily, official.) 9 $\frac{1}{2}$  x 15 sheets, 1 in., in 1 wooden filing case. Dental Clinic (Bldg. B). (114)

115. DENTAL RECORD BOOK, June 1, 1937 to date. Dental appointment and record book showing date, name of patient, claim or registry number, class, tooth number, cavity location, services rendered, time operated and remarks. Filed chron. by time of appointment. (Daily, official.) 6 x 10 $\frac{1}{2}$  vol., 1 in., in drawer. Dental Clinic (Bldg. B). (54)

116. MONTHLY REPORT OF DENTAL CLINIC, January 1, 1939 to date. Form 2587 and 2587a (supplement), monthly reports showing facility, expendable supplies, station, dental officer, date, number of patients, settings, hours worked, examinations, X-rays, treatments, extractions, general anaesthetics, fillings, crowns, jackets; supplement shows: authorizations, treatments, dentures, completed prophylaxis cases, prorating of salaries, amount of expendable dental supplies. Filed by subject. (Monthly, official.) 9 x 11 $\frac{1}{2}$  folders, 1 in., in 1 steel filing case. Dental clinic (Bldg. B). (90)

## Fort Bayard Facility

## Offices of the Ward Nurses

117. TEMPERATURE BOOKS, Sept. 21, 1937 - Nov. 23, 1939. Form B<sub>4</sub>-B<sub>1</sub>, ward nurses' record of patients' temperature. Filed alphabetically by names of patients. (Seldom, official.)  $10\frac{1}{2}$  x 8 vols., 11 in. Basement storeroom (Bldg. B). (55)

118. DAY ORDERS AND NIGHT REPORTS, January 4, 1940 to date. Form B<sub>3</sub>-C-B, nurses' day orders and night reports on all patients, showing ward number, name of patient, treatment administered and comments. Filed alphabetically by name of patients. (Daily, official.)  $14$  x  $8\frac{1}{2}$  x 1,  $\frac{1}{4}$  bound vols.,  $\frac{1}{4}$  in., desk record. 1 vol. each in wards 2, 3, 5, and 6 (Bldg. B). (116, 117, 119, 123)

119. TEMPERATURE BOOK, January 1940 to date. Form B<sub>4</sub>-E-1, ward nurses daily record of temperature of all patients in wards. Filed alphabetically by names of patients. (Daily, official.)  $10\frac{1}{2}$  x 8 sheets,  $\frac{1}{4}$  bound vols.,  $\frac{1}{4}$  in., desk record. Nurses' offices (Bldg. B). (118, 120, 121, 122)

120. TEMPERATURE BOOK, 1940. Ward nurses' daily record of temperatures of all patients in Ward Nos. 5 and 6. Filed alphabetically by names of patients. (Daily, official.)  $8$  x  $10\frac{1}{2}$  vols., 2 in., on desk. Nurses' office (Bldg. B). (98, 100)

121. DAY ORDERS AND NIGHT REPORTS, November 18, 1939. Form B<sub>3</sub>-C-B, nurses day orders and night reports on all patients in Wards Nos. 1 and 4; showing ward number, patient's name, treatments administered, and comments. Arranged alphabetically by names of patients. (Daily, official.)  $8\frac{1}{2}$  x  $14$  sheets in 2 loose-leaf vols., 2 in., on desk. Nurses' office (Bldg. B). (97, 99)

122. NURSES' DAY REPORTS AND NIGHT ORDERS, December 21, 1937-November 19, 1939. Form B<sub>3</sub>-C<sub>3</sub>, day and night reports of ward nurses, showing ward numbers, names of patients, treatment administered and comments. Arranged by names of patients. (Seldom, official.)  $36$ - $14$  x  $8\frac{1}{2}$  x 1 bound vol., 3 ft., in wooden box. Basement storeroom (Bldg. B). (57)

## X-ray Unit

123. X-RAY FILMS, September 1, 1927 to date. X-ray film negatives, safety type. Filed by case numbers in envelopes with readings. Index, 3 x 5 cards, 8 ft. (Daily, official.)  $14$  x 17 films, 275 cardboard boxes, on 30 wooden shelves. Storage vault (Bldg. B). (15)

124. ROENTGENOLOGICAL REPORTS, May 20, 1924 - March 6, 1937. Form 2614h V.A. Med., reports and readings of X-ray films. Filed numerically corresponding to X-ray case numbers. (Occasionally, official.) 9 x 12 folders, 2 ft. in 2 wooden filing cases. X-ray record room (Bldg. B). (10)

## Fort Bayard Facility

Record Room

125. ALLOTMENT LEDGER, 1935-36. Form 1015a, showing appropriations, encumbrances, unencumbered balances, dates and amounts. Filed by allotment symbol number. (Never). 11 x 16 vol. and paper package,  $6\frac{1}{2}$  in., in 1 wooden box. (These records held pending orders for their destruction from Washington.) Record Room, second floor (Bldg. A). (33)
126. FIELD SERVICE RECEIPTS, 1933-37. Form 1028, receipts for disbursements, medical aid and miscellaneous expenses outside. Filed numerically by receipt numbers. (Never). 4 x 8 sheets, 9 in., 5 stapled vols. and loose sheets. (These records held pending orders from Washington for their destruction.) Record room, second floor (Bldg. A) (31)
127. SALARY RECORD CARDS, 1931-35. Form 993, record of salary payments to employees. (Records held pending orders from Washington for their destruction.) Filed alphabetically by names of employees. (Never.) 5 x 7 cards, 1 ft. 6 in., 5 bundles. Record Room, second floor (Bldg. A). (27)
128. CONSOLIDATED MONTHLY REPORTS OF HOSPITAL ACTIVITIES, 1928-36. Form 6634c, consolidated monthly reports. (Records held pending orders from Washington for their destruction.) Filed by months and fiscal years. (Never.) 14 x 17 bundles,  $4\frac{1}{2}$  in., in one box. Record room, 2nd. floor (Bldg. A). (17)
129. PAY ROLLS, 1930-1936. Form 1013 c, pay rolls. (Being held pending orders from Washington for their destruction.) Filed by months and fiscal years. (Never.) Record room, second floor (Bldg. B). (20)
130. PERSONNEL, June 30, 1936-8. Daily record of employees in all departments, showing days worked and days off. Filed alphabetically under employees' names. (Never.) 8 x  $10\frac{1}{2}$  paper packages, 2 ft. 3 in., in 1 wooden box. (Records held pending orders from Washington for their destruction.) Record room, second floor (Bldg. A). (45)
131. MEAL AND LODGING REQUESTS PAID AND CANCELLED, June 30, 1936 to May 31, 1938. Form 3266B, meal and lodging requests, paid and cancelled. Filed alphabetically by names of patients. (Never.) 4 x 8 paper packages, 1 ft. 6 in., in 1 wooden box. (Held pending orders for destruction.) Record room, second floor (Bldg. A). (47)
132. ACCOUNT OF SALE OR COLLECTION, 1936-38. Form 1216, record of sales or collections. Filed by subject. (Never.) (Records held pending orders for destruction.) 8 x  $10\frac{1}{2}$  bundles, 5 in., in 1 box. Record room, second floor (Bldg. A). (46)
133. ESTIMATES OF SALARIES, June 3, 1936-37. Form H-65-126, monthly estimates of salaries. Filed by months. (Never.) 9 x  $11\frac{1}{2}$  folders, 2 ft.

## Fort Bayard Facility

6 in., in 1 wooden box. (Records being held pending orders from Washington for their destruction.) Record room, second floor (Bldg. A). (44)

134. COMPLETED CONTRACTS, 1937. Forms 41 and 1285, completed contracts. Filed under subject headings. (Never.) 9 x 11 $\frac{1}{2}$  folders, 9 in., in 1 box. Record room, second floor (Bldg. A). (48)

135. MEMORANDUM VOUCHERS, 1935-37. Copies of memorandum vouchers, showing date of issue, voucher number, for what issued, name of party to whom issued and amount. Filed numerically by voucher number. (Never.) 9 x 11 $\frac{1}{2}$  folders, 15 ft., in 4 wooden boxes. Record room, second floor (Bldg. A). (34)

Supply Division

136. EFFECTS, 1927 to date. Record of effects of deceased patients. Filed, active file by months, completed file alphabetically by names of patients. (Occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 16 ft., in 4 steel and 4 wooden drawers (1 drawer active, 7 drawers completed). Supply room (Bldg. A). (14)

Procurement Unit

137. PROPERTY RECORD CARDS, 1930 to date. Form 2598f, record cards of expendable and non-expendable property; showing class of material, unit prices, dates received, voucher numbers and quantities. Arranged numerically under department group numbers. (Frequently, official.) 5 x 8 cards, 4 ft. 4 in., in 2, two section, wooden filing drawers. Procurement office (Bldg. A). (25)

138. MISCELLANEOUS INVENTORY REPORTS, 1938-1939. Miscellaneous inventory reports of all departments, showing supplies and equipment on hand at time of inventory. Filed by subject. (Occasionally, official.) 9 x 11 $\frac{1}{2}$  folders, 4 in., in 1 steel filing case. Procurement office (Bldg. A). (75)

139. MEMORANDUM RECEIPTS, January 1939 to date. Consolidated memorandum receipts for non-expendable property issued. Filed numerically. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 steel filing case. Procurement office (Bldg. A). (92)

140. ISSUE LISTS, January 1939 to date. Form 137a, expenditure list, showing articles and description, consolidation of issue, total, unit cost and total amount; also 2598h, subsistence lists showing articles and description. Filed chronologically by months. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 1 ft., in 1 wooden filing case. Procurement office (Bldg. A). (93)

141. VOUCHER REGISTER, April 10, 1939 to date. Form 3219, register of vouchers issued, showing voucher number, date, nature of voucher, P. O.

## Fort Bayard Facility

- or form number, and remarks. Filed numerically by voucher number. (Daily, official.)  $10\frac{1}{2}$  x 16 sheets, in 1 bound vol., 1 in., on desk. Procurement office (Bldg. A). (95)
142. PROPOSALS, July 1, 1938 to date. Forms 33 and continuation 36, copies of proposals showing articles or services to be contracted for, quantity, unit, unit price, and amount. Filed numerically by proposal numbers. (Frequently, official.)  $9$  x  $11\frac{1}{2}$  folders, 4 ft., in 2 wooden filing cases. Procurement office (Bldg. A). (77)
143. FEDERAL SPECIFICATIONS, July 1, 1938 to date. File of Federal specifications for various materials and equipment, issued by U. S. Treasury Department, Procurement Division. Filed by group numbers. (Frequently, official.)  $5$  x  $7\frac{1}{2}$  vols., 2 ft., in 1 wooden filing case. Procurement office (Bldg. A). (78)
144. CONTRACTS, July 1, 1938 to date. Form 33, standard Government contracts, entered into with the Veterans' Administration by various business concerns. Filed under commodity headings. (Frequently, official.)  $9$  x  $11\frac{1}{2}$  folders, 4 ft., in 2 wooden filing cases. Procurement office (Bldg. A). (79)
145. REQUISITIONS, (COMPLETE AND ACTIVE,) 1938 to date. Forms 134, 3211 and 3224, showing stock number, item, explanation of need, unit, quantity and estimated cost. Filed chronologically. (Daily, official.)  $9$  x  $11\frac{1}{2}$  folders, 3 ft., in 2 wooden filing cases. Procurement Room (Bldg. A). (70)
146. CASHIER'S MISCELLANEOUS RECORDS, 1938 to date. Miscellaneous correspondence; lists of salary checks mailed out; receipts for salaries; Form 1655, report of cash shipments; Form 1044, schedule of collections; postage stamps ordered from disbursing officer. Filed by subjects. (Daily, official.)  $9$  x  $11\frac{1}{2}$  folders, 1 ft. 3 in., in 1 wooden filing drawer. Procurement Room (Bldg. A). (71)
147. MISCELLANEOUS, 1931 to date. Copies of Form 1-058a, Government bills of lading; Form MI-148c, inspection of meat; Veterans' Administration service letters, 1931; bulletins, 1933. Filed by subject. (Frequently, official.)  $9$  x  $11\frac{1}{2}$  folders, 4 ft., in 2 steel filing cases. Procurement office (Bldg. A). (50)
148. SUPPLIES LIST, 1937 to date. Forms 134 and 134a, surplus lists, showing item number, articles, description, quantity, unit prices. Form 1216, surplus of other facilities, giving quantity, unit, card number, articles, value, purchases and amount received. Filed by subjects. (Frequently, official.)  $9$  x  $11\frac{1}{2}$  folders, 2 ft. in 1 steel filing case. Procurement office (Bldg. A). (51)
149. CORRESPONDENCE, (PROCUREMENT), 1931 to date. General fiscal correspondence concerning salary checks, reimbursement vouchers, cash

## Fort Bayard Facility

shipments, maintenance expenditures, subsistence, bills of lading, memorandum receipts, contracts and proposals. Filed by subjects and alphabetically by tabs. (Daily, official.)  $8 \frac{3}{4} \times 11 \frac{3}{4}$  folders, 5 ft. 6 in., in 3 steel filing cases. Procurement Office (Bldg. A). (28)

150. BILLS OF LADING, (GOVT.,) ISSUED AND RECEIVED, May 10, 1935 to date. Form 3220 bills of lading issued and received, showing B/L No., date, consignee and consignor, nature of shipment, class, weight. (Copy to Central Office) Filed by B/L number. (Daily, official.)  $10 \times 15 \frac{1}{2}$  bound vols. (2), 1 in., on desk. Procurement room (Bldg. A). (37)

151. MISCELLANEOUS FILE, July 1, 1935 to date. Miscellaneous active and inactive contracts, proposals, and relative correspondence. Filed by proposal numbers. (Active frequently, inactive rarely, official.)  $9 \times 11 \frac{1}{2}$  folders, 4 ft., in 2 wooden filing cases. Procurement office (Bldg. A). (38)

152. PROPERTY VOUCHERS, March 30, 1937 to date. Form 135b, property purchase voucher, issued for property purchased, showing item number, quantity, article, service or description, unit and price. Filed numerically by voucher number. (Daily, official.)  $9 \times 11 \frac{1}{2}$  folders, 4 ft., in 2 steel filing cases. Procurement office (Bldg. A). (53)

## Transportation Unit

153. EMPLOYEES' TRANSPORTATION CARDS, January 1, 1938 to date. Transportation cards of employees, showing book number, request number, date issued and signature of employee. Arranged alphabetically by tabs. (Frequently, official.)  $5 \times 8$  cards, 3 in., in 1 wooden filing case. Transportation office (Bldg. A). (76)

154. TRANSPORTATION REQUESTS, January 1, 1939 to date. Form 1030, triplicate copies of transportation requests. Arranged chronologically by date of issue. (Frequently, official.)  $3 \times 7 \frac{1}{2}$  loose sheets, 1 ft. 2 in., in 2 wooden filing cases. Transportation office (Bldg. A). (91)

155. MEALS AND LODGING REQUESTS, January 1939 to date. Form 3267b, triplicate copies of meals and lodging requests. Filed chronologically. (Frequently, official.)  $4 \frac{1}{2} \times 8$  loose sheets, 1 ft. 5 in., in 2 wooden filing cases. Transportation office (Bldg. A). (89)

156. CORRESPONDENCE, 1939 to date. File of miscellaneous correspondence and: authorities to issue full fare transportation, half fare transportation; claims for reimbursement; duplicate copies of transportation, meal and lodging requests; pullman service; reports of transportation; purchase orders receipted, and cancelled; miscellaneous transportation information; vouchers out for signature. Filed under subjects. (Frequently, official.)  $9 \times 11 \frac{1}{2}$  folders, 1 ft., in 1 wooden filing case. Transportation office (Bldg. A). (82)

## Fort Bayard Facility

## Utility Division

157. MOTOR TRANSPORTATION, 1940 to date. Reports of cost and maintenance of motor vehicles, showing dates, type of automobile, mileage, license and engine numbers, quantity gas and oil used, names of operators, cost of maintenance and repairs. Arranged chronologically. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wooden filing case. Utility office (Bldg. A). (111)
158. FLOW METER CHARTS, 1939 to date. Charts showing the distribution of steam to different buildings from central heating plant. Charts changed every 24 hours. Filed (tabs) under different departments. (Daily, official.) Seven and 9 in. discs, loose, 2 ft., in 1 wooden drawer. Utility office (Bldg. A). (80)
159. WORK ORDERS, January 1939 to date. Orders for minor repairs to buildings or equipment. Filed chronologically by months. (Frequently, official.) 5 x 8 sheets in stapled books, 2 ft., in 1 wooden drawer. Utility office (Bldg. A). (81)
160. MACHINE RECORD CARDS, 1936 to date. Record cards of all electrical equipment, machines and motors, showing cost of repairs. Filed (tabs) under department headings. (Frequently, official.) 5 x 8 cards, 1 ft., in 1 wooden filing case. Utility office (Bldg. A). (43)
161. CORRESPONDENCE-MAINTENANCE, 1936 to date. Correspondence relating to utility matters and maintenance and repairs to equipment. Filed by subject. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 4 ft., in 2 wooden filing cases. Utility office (Bldg. A). (42)
162. MAINTENANCE AND REPAIR REQUESTS, 1936 to date. Requests made for maintenance and repairs of buildings, grounds and equipment. Filed numerically by request numbers. (Frequently, official.) 9 x 11 $\frac{1}{2}$  folders, 4 ft., in 2 wooden filing boxes. Utility office (Bldg. A). (41)
163. REPORTS, 1935 to date. Daily, monthly, semi-annual and annual reports giving statistics on number of personnel, amount of salaries paid, total hours worked and amount of work completed for period covered. Filed chronologically. (Daily, official.) 9 x 11 $\frac{1}{2}$  folders, 2 ft., in 1 wooden filing case. Utility office (Bldg. A). (35)
164. PERSONNEL QUARTERS AND GARAGES, 1938 to date. Records of quarters and garages used by utility personnel, showing name of occupant, quarters number and amount of rent paid; also contains records of annual and sick leave of utility employees for 1940. Filed by building numbers (tabs). (Frequently, official.) 5 x 8 cards, 1 ft., in 1 wooden file drawer. Utility office (Bldg. A). (58)

## Fort Bayard Facility

165. BLUEPRINTS, 1884 to date. Blueprints of buildings, grounds, sewage system, telephone conduits, power lines, water mains, roads and streets. Filed under building number and designation. (Frequently, official.) 4 x 6 to 12 x 24 prints, 4 ft., in 11 drawer wooden cabinet. Utility office (Bldg. A). (1)



## INDEX

(Underscored figures refer to pages,  
others refer to entries.)

- Absence, 70, 79  
 Absentee reports and forms, 8  
 Abeyance records, 25  
 Acceptance of bids, 38  
 Accounting  
   costs, 61  
   reports, 50  
   work sheets, 6  
 Accounts, 51, 59, 64, 132  
 Active cases, 2, 21, 25, 33  
 Adjudication division, 1  
 Administrative  
   decisions, 51  
   orders, 1, 74  
 Administrators decisions, 71  
 Admission  
   cards, 18  
   to hospitals, 104  
 Agent cashier's file, 66  
 Aid, medical, 126  
 Albuquerque Veterans Administration  
   Combined Facility, 1-8  
 Allotment(s), 51, 62  
   ledger, 67, 125  
 Analysis, 102  
 Applications, 77  
   for claims, 9  
   for Civilian Conservation Corps, 9  
   for hospitalization, 80  
   for leave, 79  
   for positions, 8, 15  
 Appointments, dental, 115  
 Archival material, 1, 9  
 Area, Fort Bayard reservation, 9  
 Army, 9  
 Assignments, garage and parking, 49  
 Attendants, hospital, 8, 74  
 Attorney  
   office of, 2-4  
   United States, 84  
 Audit reports, 8  
 Authorizations, 116  
 Autopsies, 102  
 Barber shops, 9  
 Beaumont Hospital, 13  
 Bed capacity, 9  
 Bids, 38, 47  
 Bills, 95  
   of lading, 41, 147, 149, 150  
 Black lists, 8  
 Blood donor cards, 101  
 Blueprints, 47, 48, 109, 165  
 Board, personnel, 16  
 Bonds, 2  
 Book  
   dental record, 115  
   temperature, 117, 119, 120  
 Budget, 6, 31  
   cards, 75  
   estimates, 59  
   reports, 60  
 Buildings  
   blueprints of, 165  
   repair of, 162  
 Bulletins, 40, 51, 94, 147  
 Burial, 83  
 Bus lines, 46  
 Cancelled reports, 8  
 Canadian finance reports, 91  
 Care  
   domiciliary, 91  
   given patients, 24, 70  
 Case histories, 13, 29, 96, 107  
 Cases  
   active, 2, 21, 25  
   closed, 3  
   deceased, 3, 4, 83, 136  
   forefeiture, 29  
   prophylaxis, 116  
   records, 86  
   Work Projects Administration, 85  
 Cash shipments, 66, 146, 149  
 Cashier's  
   file, 66  
   miscellaneous records, 146  
 Catalogues, 47  
 Cavalry post, 9  
 Census  
   of deaths, 83  
   record, 76  
 Central Office, 4, 38, 40, 45, 50  
   Supervisor, 8  
 Certificates, death, 83

- Charts  
 clinical, 27, 34, 35, 81, 92  
 dental, 112  
 flow meter, 158  
 Checks, 146, 149  
 Chemical laboratory reports, 91  
 Chief  
 attorney, office of, 2-4  
 guard, 8  
 medical officer, 8, 18-20  
 utility, 8  
 Chronic disorderliness, 29  
 Circular letters, 4, 28, 47  
 Civil Service  
 Commission, 8  
 ratings, 77  
 Civilian Conservation Corps, 9, 30,  
 95, 105, 106  
 Civilians, 9  
 Claims  
 applications for, 9  
 compensation, 1, 7, 12  
 pension, 7  
 for reimbursement, 156  
 Clinic, dental, 9, 8, 112-116  
 Clinical  
 and case records, 86  
 charts, 27, 34, 35, 81, 92  
 clerk, 8  
 correspondence, 94  
 director, office of the, 80-107  
 laboratory 97-102  
 record in storage, 103-107  
 unit, 21, 22  
 Closed cases, 3  
 Collections, 7, 8, 59, 64, 66, 132  
 reports, 41  
 schedule, 51, 146  
 Commissary, 9  
 Compensation claims, 1, 7, 12  
 Completed contracts, 135  
 Comptroller, 6, 8, 51  
 Concessionaries, 8  
 Confidential efficiency reports, 8  
 Consolidated  
 receipts, 139  
 reports, 8, 60, 128  
 Consultation room records, 108-111  
 Contact unit, 9  
 Contracts, 6, 28, 38, 64, 65, 134,  
 144, 149, 151  
 Correspondence, 1-4, 6, 8, 15, 20,  
 21, 23, 25, 28, 30, 40-42, 45,  
 47, 51, 64, 74, 80, 81, 83, 90, 91  
 94, 108, 109, 146, 149, 151, 152,  
 161  
 Costs, 51  
 accounting, 61  
 food, 8  
 of maintenance, 76  
 reports, 50, 157  
 Court  
 rulings, 2  
 orders, 3  
 Crook, General, 9  
 Day  
 orders, 118, 121, 122  
 reports, 122  
 Deceased cases, 3, 4, 83, 136  
 Decisions  
 administrative, 51  
 administrators, 71  
 comptroller, 6, 8, 51  
 Delinquencies in deliveries, 41  
 Deliveries, delinquencies, 41  
 Dental  
 charts, 81  
 clinic, 9, 8  
 general file, 81  
 laboratory, 81  
 unit, 23-26, 112-116  
 Dentures, 116  
 Department heads, 74  
 Dependants, 2, 3  
 Depot  
 requisitions, 52  
 Veterans Administration Supply,  
 1, 9  
 Discipline, 70, 76  
 Destruction of old records, 1, 9,  
 127-133  
 Diagnoses cards, 19  
 Diet  
 menus, 8  
 reports, 20  
 Disability, 77  
 Disbursements, 51, 59, 63, 126  
 Disbursing office, 63, 146  
 Discharges, 22, 85, 88, 89  
 Disorderliness, 29  
 Division chiefs, 8  
 Domiciliary care, 91

- Drawings, 47  
 Dressing culture, 102  
 Drunkenness, 29  
 Duties, 70, 76  
  
 Economy, 8  
 Effects of deceased patients, 136  
 Efficiency ratings and reports, 8  
 Electric cardiograph equipment, 109  
 Electrical equipment, 160  
 El Paso, Texas, 13  
 Emergency treatment of employees, 81  
 Employees  
   absence of, 79  
   blood donors cards, 101  
   emergency treatment of, 81  
   laundry, 16  
   inactive, 78  
   quarters, 16, 164  
   record, 130  
   requests, 43  
   salary, 54, 127  
   sick leave record, 14  
   subsistence, 16  
   transportation cards, 153  
 Enrollments, Civil Conservation Corps, 9  
 Equipment, 28, 65, 76, 109, 143, 159, 160-162  
 Estates, 2, 3  
 Estimates  
   Budget, 59  
   of salaries, 133  
 Examination(s), 102  
   blanks, 112  
   out-patients, 81  
   physical, 8, 17, 24, 27, 34, 35  
   reports, 22, 24  
   X-ray, 35  
 Excess storage reports, 102  
 Expendable property, 137  
 Expenditures, 5, 58, 67, 126, 140, 149  
  
 Farm animal autopsies, 102  
 Federal specifications, 143  
 Field  
   officer, 81  
   service receipts, 8, 56, 126  
 Films, X-ray, 108, 110, 123, 124  
 Finance division, 5-7, 50-67  
  
 Financial reports, 2  
 Fire department, 9  
 Flow meter charts, 158  
 Folders  
   data on personnel, 77  
   death, 83  
   out-patients, 89  
   rehabilitation, 1  
 Food  
   contracts, 65  
   costs, 8  
   inspection of, 102  
 Forefeiture cases, 29  
 Forms, 8, 68  
 Fort Bayard Veterans Administration Facility, 9-25  
 Funds of patients, 8, 64, 66  
  
 Garage(s), 164  
   assignments, 49  
 Gas, reimbursements, 51  
 General  
   diet minus, 8  
   files, 10-13, 81, 102  
   medical and surgical ward, 27  
   orders, 74  
 Gold  
   issue slips, 113  
   report, 8, 26  
 Golf course, 9  
 Government  
   bills of lading, 147, 150  
   contracts, 144  
   regulations, 6, 24, 29  
 Grounds, 165  
 Guard, chief, 8  
 Guardians, 2  
 Guest meals, 57  
  
 Health  
   reports, 17  
   Service, United States Public, 9  
 Historical sketches  
   Albuquerque Facility, 1  
   Fort Bayard Facility, 9  
 Histories  
   of applicants for positions, 15  
   case, 13, 29, 96, 107  
 Hospital, 1, 9, 11, 12  
   admissions, 104  
   attendants, 8, 74  
   general orders, 72

- Hospital (continued)  
 reports, 24  
 William Beaumont, 13  
 Hospitalization, 11  
 applications for, 80  
 summary of, 87
- Impoundment reports, 8
- Inactive  
 personnel, 78  
 records, 1
- Incompetent cases, 2-4
- Index  
 master, 10  
 to X-ray films, 110
- Indians, 9
- Individual record of absence, 79
- Information, 156
- Inheritance laws, 3
- Inspection(s), 102, 147  
 reports, 8, 76  
 sanitary, 8
- Instructions, 8, 24, 41, 68, 74, 83, 109
- Instruments, surgical, 91
- Inventory reports, 136
- Investigations, 8
- Invitation for bids, 38
- Issue  
 lists, 140  
 slips, 113
- J\*
- K\*
- Laboratory  
 chemical, 91  
 clinical, 97-102  
 dental, 81  
 requests, 99  
 X-ray, 36
- Laundry, 9, 16
- Laws, inheritance, 3
- Lawton, General, 9
- Leave record, 14, 77, 79
- Ledger, allotment, 67, 125
- Letters, see Correspondence
- Library, 9  
 reports, 91
- Local claims, 11
- Lodging, 7, 53, 131, 155, 156
- Machine record card, 160
- Machinery, 65
- Maintenance  
 blueprints, 48  
 correspondence, 161  
 costs of, 76  
 expenditures, 149  
 folders, 47  
 motor vehicles, 157  
 reports, 8  
 requests, 162
- Manager, office of, 8, 68-76
- Marines, 9
- Maryland, 1, 9
- Master index, 10
- Materials, 143
- Meals, 7, 43, 44, 53, 57, 131, 155, 156
- Meat, inspection of, 102, 147
- Medical  
 aid, 126  
 Corps, 9  
 division, 80-96  
 officer, 8, 18-20  
 prescriptions, 27  
 and surgical ward, 27
- Medication, 24
- Memorandums, 1, 8, 70, 74  
 receipts, 102, 139, 149  
 vouchers, 135
- Menus, 8
- Meter charts, 158
- Miles, General, 9
- Military post, 9
- Milk examinations, 102
- Mimeograph forms, 68
- Minors of veterans, 1
- Microscope slides, 100
- Motion pictures, 28  
 theater, 9
- Motor(s), 160  
 transport, 9  
 transportation, 157

---

\*None listed

- Narcotics, 31, 91  
 National Youth Administration, 30  
 New Mexico, inheritance laws of, 3  
 Night  
   orders, 122  
   reports, 118, 121  
 Non-expendable property, 137, 139  
 Nurses, 8  
   ward, offices of, 117-122  
 Office  
   Central, 4, 38, 40, 45, 50  
   of the chief attorney, 2-4  
   of the clinical director, 80-107  
   of the manager, 8, 68-76  
   Regional, 81  
   of the ward nurses, 117-122  
 Occupational therapy  
   and recreation unit, 28  
   reports, 8, 91  
 Oil, reimbursements, 51  
 Operation schedules, 91  
 Oral examination blanks, 112  
 Orders  
   administrative, 1, 73, 74  
   court, 3  
   day, 118, 121  
   for destruction of old records,  
     127-133  
   general, 73, 74  
   hospital, 72  
   night, 122  
   purchase, 38, 52  
   special, 8, 69  
   station, 8  
   travel, 45, 51  
   work, 81, 159  
 Out-patients, 23, 25, 81, 82  
   Civilian Conservation Corps, 105  
   folders, 89  
   reports, 91  
   unit, 29, 30  
   Work Projects Administration, 85  
 Paid vouchers, 55, 58  
 Parking  
   assignments, 49  
   privileges, 47  
 Pathological cards, 96  
 Patients, 9, 70  
   case histories, 13, 29, 96, 107  
   correspondence regarding, 21, 90  
   dental record, 25  
   Patients (continued)  
     effects, 37, 136  
     funds, 8, 64, 66  
     meals, 44  
     out, 23, 25, 29, 30, 81, 85, 89,  
       105  
     record, 86  
     register of, 11  
     reports of, 8, 22, 117-122  
     transfer of, 13, 21, 22  
     transportation, 44, 46, 53  
   Pay roll(s), 64, 129  
     vouchers, 59  
   Payments, 16, 127  
   Pension claims, 7  
   Performance of duties, 70  
   Perry Point, Maryland, 1, 9  
   Personal effects, patients, 37  
   Personnel  
     discipline of, 76  
     garages, 164  
     inactive, 78  
     laundry, 16  
     number of, 163  
     quarters, 16, 164  
     records, 15, 49, 130  
     reports, 8  
     subsistence, 16  
     unit, 14-17, 77-79  
   Pharmacy, 31  
   Physical examinations, 8, 17, 22,  
     27, 34, 35  
   Physio-therapy unit, 32, 33  
   Pneumothorax, 103  
   Positions, 75, 77  
     applications for, 8, 15, 77  
   Positive Wassermans, 97  
   Postage stamps, 146  
   Post mortems, 102  
   Poultry, inspection of, 102  
   Power lines, 165  
   Prescriptions, 27  
   Procedure, 24  
   Procurement(s), 52, 149  
     Division, United States Treasury,  
       143  
     unit, 137-152  
   Progress charts, 34, 35  
   Promotions, 15  
   Property  
     of deceased patients, 136  
     record cards, 137

- Property (continued)  
 reports, 41  
 vouchers, 42, 152  
 Prophylaxis cases, 116  
 Proposals, 142, 149, 151  
 Prorating of salaries, 116  
 Prospectors, 9  
 Prosthetic appliance service cards, 91  
 Public Health Service, United States, 9  
 Publications, 34  
 Pullman service, 156  
 Pulse counts, 27, 34, 35  
 Purchase(s), 5  
 orders, 38, 52  
 reports, 40
- Quarters, personnel, 16, 164
- Radio reception plant, 9  
 Ratings, 8, 77  
 Railroad  
 lines and schedules, 46  
 retirement board and service letters, 93  
 Receipts, 7, 8, 56, 57, 102, 126, 139, 146, 149  
 Receiving ward, 34  
 Record book, dental, 115  
 Recreation  
 center, 9  
 unit, 28  
 Regional office, 1, 81  
 Register  
 of allotments, 62  
 of patients, 11  
 voucher, 141  
 Regulations, 6, 24, 29, 51, 74  
 Rehabilitation folders, 1  
 Reimbursements, 51, 149, 156  
 Rejections, 41, 80  
 Relative correspondence, 151  
 Relief, dental, request for, 114  
 Repairs, 47, 159, 161, 162  
 Reports  
 of cash shipments, 146  
 Civilian Conservation Corps cases, 95  
 chemical laboratory, 91  
 to chief medical officer, 20  
 clinical laboratory, 102  
 of deaths, 83
- Reports (continued)  
 dental, 8, 23, 26, 116  
 on diets, 20  
 of examinations, 22  
 of field officer, 81  
 of finance division, 50, 60  
 of guardians, 2  
 hospital, 24, 128  
 inspection, 76  
 inventory, 138  
 miscellaneous, 8, 91  
 motor vehicle, 157  
 physical and health, 17  
 physio-therapy, 32, 33  
 property, 41  
 purchase, 40  
 storage, 102  
 transportation, 45, 156  
 utility division, 47, 163  
 X-ray laboratory, 36, 111, 124  
 of ward nurses, 117-122
- Requests  
 for clinical record, 114  
 for dental work, 81, 114  
 employees, 43  
 laboratory, 99  
 for lodging, 7, 53, 131, 155, 156  
 for meals, 7, 44, 53, 131, 155, 156  
 for maintenance repair, 47, 162  
 for parking privileges, 47  
 for transportation, 44, 53, 154  
 Requisitions, 39, 52, 81, 91, 102, 145  
 Reservation, Fort Bayard, 9  
 Resignations, 8, 78  
 Roads, 165  
 Roentgenological reports, 123  
 Room, personnel, 16  
 Routing cards, 46  
 Rulings, court, 3
- Sailors, 9  
 Salary, 8, 116, 133, 146, 163  
 checks, 149  
 record cards, 7, 54, 127  
 Sales, 51, 59, 64, 132  
 Sanatarium, 9  
 Sandia Mountains, 1  
 Sanitary inspections, 8  
 Scar tests, 17

- Schedules, 8, 51, 59, 63, 64, 66, 91, 146
- Service  
and budget cards, 75  
letters, 1, 4, 8, 24, 30, 40, 42, 47, 51, 81, 93, 147  
officers, 8  
record cards, 17, 77
- Settlers, 9
- Sewage system, 9, 165
- Shackelford, Goddard, 8
- Shipments, 66, 146, 149
- Shop drawings, 47
- Sick  
applications, 77  
leave, 14
- Sketch(es), 47  
historical, 1, 9
- Soldiers, 9
- Special orders, 8, 69
- Specifications, 143
- Stamps, postage, 146
- Station  
memorandums, 8  
orders, 8
- Streets, 165
- Subsistence, 149  
lists, 140  
personnel, 16
- Summary of hospitalization, 87
- Supervisor, Central Office, 8
- Supplies, 8, 25, 28, 65, 82, 116
- Supply  
Depot, Veterans Administration, 1, 9  
division, 37-42, 136  
list, 148
- Surety, 2
- Surgical  
instrument reports, 91  
ward, 27
- Surplus lists, 148
- Syphilitic treatments, 91
- Teeth, 81
- Telegrams, 4, 40
- Telephone conduits, 165
- Temperature  
book, 117, 119, 120  
readings, 27, 34, 35
- Tests, 17
- Texas, 13
- Theater, 9
- Throat smear tests, 17
- Tissue  
cards, 98  
slides, 100
- Transactions, 7
- Transfer  
applications, 77  
of employees, 78  
of patients, 13, 21, 22
- Transmittal letters, 108, 109
- Transportation  
motor, 157  
requests, 33  
unit, 43-46, 153-156
- Travel  
orders, 51  
vouchers, 5, 45
- Treasury Department, United States, 143
- Treatments, 24, 29, 116  
Civilian Conservation Corps, 106  
of employees, 81  
out-patients, 81  
syphilitic, 91  
of tuberculosis, 9
- Tuberculosis  
treatment of, 9  
ward, 35
- United States, 9  
Army, 9  
Attorney, 84  
Civil Service Commission, 8  
Public Health Service, 9  
Treasury Department, 143
- Utility  
chief, 8  
division, 47-49, 157-165
- Vehicles, motor, 157
- Veneral  
inspection reports, 8  
tests, 17
- Veterans, 1-3, 11, 12, 29, 80  
Administration  
Albuquerque Facility, 1-8  
Fort Bayard Facility, 9-25  
regulations, 6, 24, 29  
service letters, 1, 4, 8, 24, 30, 40, 42, 47, 51, 81, 147  
Supply Depot, 1, 9  
Civil Conservation camps, 9

Voucher(s), 1, 9, 5, 42, 45, 55,  
58, 59, 63, 135, 149, 152, 156  
register, 141  
Violation, 29

Wages paid, 8

War Department, 9

Ward file, 27

Washington, 1, 9, 20

Wassermans, 97

Water

and dressing culture, 102

examinations, 102

mains, 165

system, 9

William Beaumont Hospital, 13

Work

dental, request for, 114

orders, 81, 159

Projects Administration, 30, 85

sheets, 6

X-ray

blueprints, 109

examinations, 35

films, 108, 110, 123, 124

laboratory, 36

reports, 91, 111

unit, 123, 124



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