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INVENTORY OF  
FEDERAL ARCHIVES  
IN THE STATES

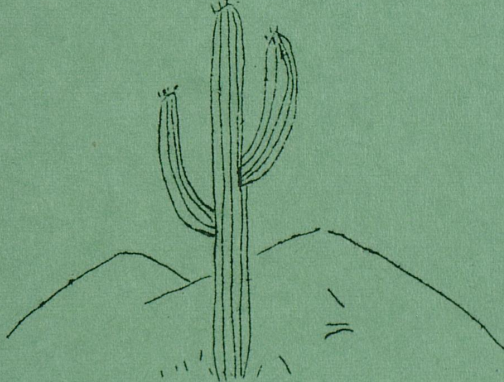


SERIES X  
THE DEPARTMENT OF COMMERCE  
NO. 3. ARIZONA

THE SURVEY OF FEDERAL ARCHIVES  
WORKS PROGRESS ADMINISTRATION

GOVERNMENT PUBLICATIONS

UNIVERSITY OF KENTUCKY  
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INVENTORY OF FEDERAL ARCHIVES IN THE STATES



Prepared by

The Survey of Federal Archives  
Division of Women's and Professional Projects  
Works Progress Administration

The National Archives  
Cooperating Sponsor

SERIES X. THE DEPARTMENT OF COMMERCE

NO. 3. ARIZONA

Tucson, Arizona  
The Survey of Federal Archives  
1938



PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works 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, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, acknowledgements, 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 Arizona the work of the Survey was directed by Dr. H. A. Hubbard of the University of Arizona, with Mrs. Meryl E. Morgan as his assistant, until June 30, 1937. Since that date the state project has been directed by Mrs. Morgan. This inventory of the records of the Department of Commerce in Arizona was prepared in the Tucson office of the Survey, with Mr. R. W. Langworthy as chief editor. It was edited before final typing by Mr. A. R. Kooker of the Washington office.

Meryl E. Morgan  
State Director  
Survey of Federal Archives  
in Arizona

Tucson, Arizona  
July 25, 1938



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ARTICLE I

SECTION 1

The Airways Administration and Control, established by the Air Navigation Division, Bureau of Air Commerce, maintains the Airway Radio Station Lines in Arizona along the southern boundary between the States of California to El Paso and the City. These lines are equipped with beacons for night flying. The stations are located at various points along the main line being operated at this time, and are located at various other points under the jurisdiction of the Federal Airway Administration District Office, which is located at Fort Worth, Texas.

BUREAU OF AIR COMMERCE

The Airways Administration and Control, established by the Air Navigation Division, Bureau of Air Commerce, maintains the Airway Radio Station Lines across the international line between California, Arizona and New Mexico, Santa Fe, New Mexico. The Radio Stations in charge reports to the Manager of the Fourth Air Navigation District, Fort Worth, Texas.

1. INSTRUCTIONS CONCERNING, Nov. 1934 to date. Instructions in aircraft movement, reporting procedure, radio broadcast procedure, teletype and radio communication procedure, weather forecasting, intelligence and weather reporting procedure, and arrangements for making air-traffic reports, communication system, (Radio, telephone, etc.) and other local work, if any, in case of any emergency. Office (173)
2. INSTRUCTIONS AND REGULATIONS CONCERNING, Nov. 1934 to date. Instructions of equipment, material, and supplies (principally from District Manager's office, Fort Worth, Texas; and correspondence relative thereto, (Radio, telephone, etc.) and other local work, if any, in case of any emergency. Office (173)
3. REGULATIONS AND INSTRUCTIONS, Nov. 1934 to date. Instructions in regard to duties of operators, standards of equipment, filing of reports, when, responsibility and authority of operators, and other. Travel expenses, hours of duty, etc., which pertain to radio work.



BUREAU OF AIR COMMERCEINTRODUCTION

The Airway Maintenance and Operation Subdivision of the Air Navigation Division, Bureau of Air Commerce, maintains two Airway Radio Stations in Arizona along the southern transcontinental route from Los Angeles to El Paso and the East. This route is equipped with beacons for night flying. The principal airport in Arizona is at Tucson; other main fields being located at Yuma, Phoenix and Douglas. Both stations are under the jurisdiction of the Fourth Air Navigation Division District Office, which is located at Fort Worth, Texas.

DOUGLASAIR NAVIGATION DIVISION  
AIRWAY RADIO STATION

United Airways Radio Station Bldg., Airport

The Airway Radio Station at the Douglas International Airport was established in the Administration Building on November 14, 1934, and moved to the United Airways Radio Station on April 28, 1936. This Airport lies across the international line between Douglas, Arizona and Agua Prieta, Sonora, Mexico. The Radio Operator in charge reports to the Manager of the Fourth Air Navigation District, Fort Worth, Texas.

1. INSTRUCTION BULLETINS, Oct. 1934 to date. Instructions in aircraft movement reporting procedure, radio broadcast procedure, teletype and radio communication procedure, monitor instructions, teletype and weather reporting stations, and supplements for making off-airways reports. Numerical index. (Daily, official.) 10 x 12 loose-leaf book, 1½ in., in steel filing case drawer. Office. (176)
2. INVOICES AND SUPERSEDED CORRESPONDENCE, Nov. 1934 - Dec. 1935. Invoices of equipment, material, and supplies principally from District manager's office, Fort Worth, Texas; and correspondence relative thereto. (Rarely, official.) 8½ x 10 folders, 3 in., in steel filing case drawer. Office. (175)
3. BULLETINS AND CIRCULARS, Nov. 14, 1934 to date. Instructions in regard to duties of operators, exchange of stations, filling of vacancies, responsibility and seniority of operators, sick leave, travel expenses, hours of duty, etc.; blue prints pertaining to radio sets,



wiring, etc. Filed chronologically. (Rarely, official.) 9 x 11 folders, envelopes and loose sheets, 4 in., in steel filing case drawer. Office. (174)

4. GENERAL CORRESPONDENCE AND REPORTS, Nov. 14, 1934 to date. Duplicates; originals sent to Fort Worth, Texas. Filed alphabetically. (Daily, official.) 9 x 12 folders, 1 ft., in steel filing case drawer. Office. (173)

5. PERSONNEL, Nov. 14, 1934 to date. Correspondence, record time cards, etc., pertaining to each man's record of service. Filed alphabetically. (Occasionally, official.) 9 x 12 folders, 1 in., in steel filing case drawer. Office. (172)

6. STATION INSTRUCTIONS, July 1, 1935 to date. Temporary file of instructions kept until read when they are filed in permanent file under appropriate serial division; circular letters from DA, Weather Bureau. Filed chronologically. (Daily, official.) 10 x 12 loose-leaf book, 1½ in., in steel filing case drawer. Office. (177)

7. NOTICE TO AIRMEN AND ALL AIR NAVIGATION DIVISION STATIONS, May 25, 1936. Manual of communication schedules effective July 1, 1936. Filed chronologically. (Daily, official.) 9 x 12 loose-leaf book, 1 in., in steel filing case drawer. Office. (178)

#### TUCSON

##### AIR NAVIGATION DIVISION AIRWAY RADIO STATION Administration Bldg., Airport

The Airway Radio Station at the Tucson Airport was established in the Radio Broadcast and Range Building on March 15, 1931, and moved to its present location in the south end of the Administration Building in April 1934. It has large quarters and excellent equipment which enables it "to get through" when both the Army and the United Airways Stations, also located at the Airport, are blocked by static.

8. PROPERTY AND PROPERTY COST ACCOUNTING SYSTEM, 1934 to date. Correspondence, instructions, purchase orders, and lost property affidavits. Also invoices (Airway Division, 4th District), and requisitions. Standard filing system. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case drawer. Office and control room. (681)

9. BILLS OF LADING, Mar. 1934 to date. Correspondence, copies of freight bills and receipts for shipments. Standard filing system. (Daily, official.) 9 x 12 folders, 2 ft., in wooden filing case drawer. Office and control room. (682)



10. PERSONNEL, Mar. 1934 to date. Injuries, leave record, travel, watch list, and personnel of each man permanently assigned to duty at station. Standard filing system. (Daily, official.) 9 x 12 folders, 1 ft., in wooden filing case drawer. Office and control room. (679)

11. REPORTS ON RADIO APPARATUS, Mar. 1934 to date. Tube inventory, tube failures, distant control, and blue prints. Standard filing system. (Occasionally, official.) 9 x 12 folders, 1 ft., in wooden filing case drawer. Office and control room. (680)



**GENERAL INFORMATION**

**DESCRIPTION**

The Magnetic Observatory and Meteorological Station were located in the only station of the Transcontinental Telephone and Telegraph Company in the Coast and Geodetic Survey in the Northwest, and reports are made to the Division Office in Washington. It is located on the coast near the town of Tacoma, and was built in accordance with the requirements of the

**STATUS**

GENERAL INFORMATION AND DESCRIPTION OF THE  
MAGNETIC OBSERVATORY AND METEOROLOGICAL STATION  
Tacoma, Wash., Dec. 8, 1906

The Magnetic Observatory and Meteorological Station were built in 1905 on the West side of the town of Tacoma, and the station is situated on the coast near the town of Tacoma. It is located on the coast near the town of Tacoma, and was built in accordance with the requirements of the

**COAST AND GEODETIC SURVEY**

12. **INVENTORY, 1905-1906.** (Check against official list of 1905, 7 in., 10 x 12 folder, 5 in., in each filing case drawn, General's office, 1906)

13. **ACCOUNTS AND CONTRACTS, 1905 to date.** (Check against statements, inventory, appropriate vouchers, and bills, (Daily, official) 9 x 12 folders, 5 in., in each filing case drawn, General's office, 1906)

14. **RIGHTS AND EASES.** (Check against official list of 1905, 7 in., 10 x 12 folder, 5 in., in each filing case drawn, Assistant Director's office, 1906)

15. **GENERAL FILES, 1905 to date.** (Check against inventory, line values, Bell Telephone Company, through Pacific Cable, Pacific Cables, discharging agent, (Daily records, general correspondence, accounts, magnetic observatory, meteorological station, etc. (Daily, official) 9 x 12 folders, 5 in., in each filing case drawn, General's office, 1906)



COAST AND GEODETIC SURVEYINTRODUCTION

The Magnetic Observatory and Seismograph Station near Tucson is the only station of the Terrestrial Magnetism and Seismology Division of the Coast and Geodetic Survey in the Southwest, and reports directly to the Division Offices in Washington. It is located on the great mesa east of Tucson, well away from local interference with its instrument readings.

TUCSON

TERRESTRIAL MAGNETISM AND SEISMOLOGY DIVISION  
MAGNETIC OBSERVATORY AND SEISMOGRAPH STATION  
Reddington Rd., 14 mi. E. of Tucson

The Magnetic Observatory and Seismograph Station was built in 1909 on the Mesa midway between Tucson and the Rincon Mountains. It consists of the Observatory, two cottages occupied as offices and residences by the Observer in Charge and his assistant, a central heating plant, water and light plant, garages, etc. The Office of the Observer in Charge, destroyed by fire in 1926, has since been rebuilt. Some of the records were destroyed at that time. A recent Government appraisal fixed the value of the land and improvements at \$18,740.00.

12. INVENTORY, 1909 - 1932. (Occasionally, official.) 9 x 12 folders, 7 in., in 2 wooden filing case drawers. Assistant observer's office. (955)

13. ACCOUNTS AND CONTRACTS, 1909 to date. Balances, check list, statements, inventory, inspection receipts, and bills. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case drawer. Observer's office. (939)

14. DISBURSING OFFICER'S CHECK, 1909 to date. (Occasionally, official.) 3 x 8 loose-leaf books, 6 in., in wooden filing case drawer. Assistant observer's office. (940)

15. GENERAL FILE, 1909 to date. Annual reports, seismology, base line values, Bell Telephone Company, Carnegie Institute, Cosmic Broadcasting, disbursing agent, field records transmitted, general correspondence, accounts, magnetic activity, magnetic storm character, blue prints, etc. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing case drawer. Observer's office. (935)



16. MATERIAL AND EQUIPMENT RECORDS, 1909 to date. Concrete, photography, insulation, buildings, miscellaneous, roofing, maps, office equipment, transportation, automobiles, Delco, paint, gasoline, oil, and tools. (Daily, official.) 9 x 12 folders, 6 in., in steel filing case drawer. Observer's office. (938)
17. SCIENTIFIC FILE, 1909 to date. Apparatus, aurora, bibliography, constants, buildings, scientific, Desert Laboratory reprints, earth currents, earth resistivity, geophysics, meteorology, seismology, and ultraviolet radiation. (Daily, official.) 9 x 12 folders, 1 ft. 6 in., in steel filing case drawer. Observer's office. (936)
18. SEISMOGRAMS, 1909 to date. Copies of monthly reports sent to Washington. (Daily, official.) 12 x 36 loose sheets, 2 in., in paper box. Observer's office. (937)
19. SETTLEMENTS OF ACCOUNTS AND ESTIMATES OF EXPENSES, 1909 to date. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case drawer. Assistant observer's office. (948)
20. MAGNETOGRAPH RECORDS, 1922. (Occasionally, official.) 6 x 9 loose sheets, 9 in., in 2 wooden filing case drawers. Assistant observer's office. (945)
21. INTERNATIONAL METEOROLOGICAL INSTITUTE, MAGNETIC CHARACTER, 1922 - 1924. (Occasionally, official.) 9 x 12 loose sheets, 4 in., in wooden filing case drawer. Assistant observer's office. (959)
22. EARTHQUAKE REPORTS, 1922 to date. (Occasionally, official.) 6 x 9 loose sheets, 4 in., in wooden filing case drawer. Assistant observer's office. (953)
23. SEISMOGRAPH RECORDS, 1924. (Occasionally, official.) 6 x 9 loose sheets, 5 in., in wooden filing case drawer. Assistant observer's office. (956)
24. PERSONNEL REPORTS AND FIELD RECORDS, 1925 to date. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case drawer. Assistant observer's office. (950)
25. PURCHASE LIST, 1925 to date. (Occasionally, official.) 9 x 12 folders, 4 in., in wooden filing case drawer. Assistant observer's office. (942)
26. STATEMENTS OF DISBURSING AGENT, DEPOSITORY AND BALANCE, 1925 to date. (Occasionally, official.) 9 x 12 folders, 3 in., in wooden filing case drawer. Assistant observer's office. (949)
27. VOUCHERS, 1926 - 1927. (Occasionally, official.) 9 x 12 loose sheets, 8 in., in wooden filing case drawer. Assistant observer's office. (947)
28. MAGNETIC CHARACTER REPORTS, 1927 - 1933. (Occasionally, official.)



9 x 12 loose sheets, 1 in., in wooden filing case drawer. Assistant observer's office. (958)

29. INTERNATIONAL SEISMOLOGICAL SUMMARY, 1928 - 1930. (Occasionally, official.) 6 x 9 loose sheets, 4 in., in wooden filing case drawer. Assistant observer's office. (954)

30. SPECIAL OBSERVATIONS, 1929. (Occasionally, official.) 9 x 12 loose sheets, 4 in., in wooden filing case drawer. Assistant observer's office. (941)

31. TELEGRAMS AND LETTERS OF CONFIRMATION, 1929 - 1933. (Occasionally, official.) 9 x 12 loose sheets, 2 in., in wooden filing case drawer. Assistant observer's office. (957)

32. ATMOSPHERIC ELECTRIC RECORDS, 1930. (Occasionally, official.) 6 x 9 sheets clipped together, 3 ft. 9 in., in 4 wooden filing case drawers. Assistant observer's office. (946)

33. ELECTROGRAMS, 1936. (Occasionally, official.) 6 x 20 loose sheets, 2 in., in wooden filing case drawer. Assistant observer's office. (943)

34. MAGNETIGRAMS, 1936. (Occasionally, official.) 7 x 20 loose sheets, 2 in., in wooden filing case drawer. Assistant observer's office. (952)

35. METEOROLOGY, 1936. (Occasionally, official.) 6 x 9 loose sheets, 4 in., in wooden filing case drawer. Assistant observer's office. (944)

36. THERMOGRAPH AND HYDROGRAPH RECORDS, 1936. (Daily, official.) 5 x 12 loose-leaf book, 1 in., in wooden filing case drawer. Assistant observer's office. (951)



