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INVENTORY OF FEDERAL ARCHIVES  
IN THE STATES

SERIES XIII  
THE CIVIL WORKS ADMINISTRATION  
No. 32. NORTH CAROLINA

The Survey of Federal Archives  
Work Projects Administration  
of North Carolina  
Raleigh  
1940

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives  
Division of Professional and Service Projects  
Work Projects Administration

The National Archives  
Cooperating Sponsor

SERIES XIII. THE CIVIL WORKS ADMINISTRATION

NO. 32. NORTH CAROLINA

Raleigh, North Carolina  
The Survey of Federal Archives  
1940

The Survey of Federal Archives

Philip M. Hamer, National Director  
Emily Bridgers, State Supervisor

Division of Professional and Service Projects

Florence Kerr, Assistant Commissioner  
May E. Campbell, State Director

WORK PROJECTS ADMINISTRATION

Howard O. Hunter, Acting Commissioner  
Charles C. McGinnis, State Administrator



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 and 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 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 North Carolina the work of the Survey was under the direction of Dr. C. C. Crittenden, Regional Director, with Miss Mattie Erma Edwards as assistant, from its inception until June 1937. Since that time it has been under the supervision of Miss Emily Bridgers. This Inventory of the records of the Civil Works Administration in North Carolina was prepared in the Raleigh office of the Survey.

Raleigh, North Carolina  
October 21, 1940

Emily Bridgers, Supervisor  
Survey of Federal Archives  
in North Carolina

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## INTRODUCTION

The Civil Works Administration was inaugurated by Executive Order of the President dated November 9, 1933, under authority of the National Industrial Recovery Act of June 16, 1933.<sup>1</sup> The purpose of the organization was to increase employment quickly by providing unemployed persons with regular employment at regular wages on a program of socially and economically desirable public works which should be a part of the program under preparation by the Federal Emergency Administration of Public Works. Approval of the program rested with the Federal Emergency Administrator of Public Works. Administration rested with the Administrator of the Federal Emergency Relief Administration. So far as practicable, the latter official used for the administration of the Civil Works program existing Federal, state, and local divisions of the Emergency Relief Administration.<sup>2</sup>

By presidential decision, the Civil Works Administration was discontinued March 31, 1934, and its activities at that time were absorbed by an expanded State Emergency Relief Administration. The work program was reestablished as work relief and administrative control was returned from Federal authority to State Relief Administrations.

In North Carolina, the Civil Works Administration was inaugurated on November 15, 1933. State and local Emergency Relief administrators were appointed by the Federal Emergency Relief Administrator to act in addition as Civil Works administrators. Existing state and local organizations of the Emergency Relief Administration, expanded to meet increasing demands of the Civil Works Administration, became state and local organizations of the Civil Works Administration. The state organization was expanded to include engineers, architects, and construction men, and newly created divisions of Purchasing, Compensation, Safety, and Women's Work, and a Pay Roll Division of the Auditing Department.

The personnel of the State Civil Works Administration consisted of the state administrator, to whom all division heads were directly responsible, a chief auditor, a statistician, a director of public relations, and a supply officer, each in charge of his respective division and serving in a dual capacity for the Emergency Relief Administration and the Civil Works Administration. In addition, the organization was expanded to include the following personnel serving for the Civil Works Administration only:

A consultant engineer, assisted by a state engineer, state project supervisor, chief office engineer, and director of public school projects.

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1. United States Statutes at Large, XLVIII, 195.

2. For a discussion of the administrative organization and functions of the Emergency Relief Administration in North Carolina reference should be made to the inventory of the archives of the North Carolina Emergency Relief Administration, number 11 in Series IX, Miscellaneous Agencies, of the Inventory of the State Archives of North Carolina, now in publication in Raleigh by the North Carolina Historical Records Survey Project, Division of Professional and Service Projects, Work Projects Administration.

## Introduction

Field engineers, directly responsible to the chief engineer, supervised work projects in local communities and acted as liaison officers between the state office and local offices.

A purchasing officer in charge of the Purchasing Division, which was responsible for the purchasing or renting of materials, supplies, equipment, and tools for Civil Works Administration projects. This officer was assisted by two assistant purchasing officers and a specifications engineer.

The state disbursing officer of the Veterans' Bureau in Charlotte, appointed as State Civil Works Administration disbursing officer directly responsible to the Department of the Treasury for all Civil Works Administration disbursements.

A director of the Women's Division in charge of all Civil Works projects promoted especially for the employment of women and known as service projects.

A safety director, assisted by three field supervisors, in charge of the Safety Division which was organized January 1, 1934, with headquarters at Winston-Salem, to protect and safeguard workers on projects. In cooperation with the First Aid and Life Saving Services of the American Red Cross, this division gave first aid training to all employees of the Civil Works Administration.

A director of compensation, responsible to the United States Employees' Compensation Commission and the state Civil Works administrator for the proper investigation and reporting of all injuries sustained by all employees on Civil Works Administration projects.

A supply clerk, in charge of supplies for both state and local administrations.

Territorial division in the field necessarily coincided with that of the Emergency Relief Administration. Organization of local Civil Works Administrations in counties and larger cities under administrators directly responsible to the state administrator paralleled that of the state administration. Assistant disbursing officers, in charge of all local disbursements, were jointly responsible to the state disbursing officer and the state administrator. Local adjustment committees received wage rate complaints and made necessary adjustments.

All approved Emergency Relief Administration work relief projects were transferred from the Emergency Relief Administration to the Civil Works Administration, the new work program of which was composed of heavier construction projects than that of the Emergency Relief Administration.

Projects were of three classes: local, state, and Federal. Applications for local projects, initiated by local governmental agencies, were approved by the local administrator and forwarded to the state office for final approval. Applications for state projects, initiated by state governmental agencies, were made directly to the state office. Local projects were sponsored by local governmental units, local boards of education, or directors of publicly owned institutions, or were jointly sponsored by local governmental units and various state departments. In many instances, they were jointly supervised by the Civil Works Administration and the sponsoring agency. State projects were sponsored by various state departments. Federal projects, approved by the Federal Civil Works Administration, were sponsored and directed by various Federal departments and bureaus. Persons on such Federal projects were in addition to the



quota allotted to the State. Responsibility for successful prosecution of all projects rested in the Engineering Division of the Civil Works Administration.

Labor for Civil Works Administration projects came originally from three sources: the relief rolls of the Emergency Relief Administration, the registered list of the unemployed in the offices of the National Reemployment Service, and trade union membership. Fifty per cent of the quota of workers allowed to North Carolina for work on Civil Works Administration projects was supplied by transfer to the Civil Works Administration from the work and direct relief rolls of the Emergency Relief Administration. Between November 15 and December 1, 1933, relief workers were certified from the Social Service Division to the Engineering Division which classified and assigned them to project work. After December 1, 1933, under the regulations of the Federal Civil Works Administrator, workers on Civil Works Administration projects were requisitioned by the local administrator from the National Reemployment Service. In Fayetteville and Wilmington a few men were secured through trade unions. When the work program was again transferred to the Emergency Relief Administration in April 1934 and was re-established as work relief, employment, except non-relief skilled, was again restricted to those eligible for relief.

Records of the Civil Works Administration were left in the custody of the North Carolina Emergency Relief Administration. When the latter organization consolidated administration into thirty-one districts in November 1934, and, in August 1935, into eight districts to coincide with the eight original districts of the Works Progress Administration, records of the Civil Works Administration in the various counties composing the new districts were in general assembled in the district offices of the Emergency Relief Administration.

Inventories are incomplete, however, when the Civil Works Administration was discontinued, various records which were of value to state or Federal agencies were given into custody of the respective agencies. Many records were of such a nature that they could not be separated from those of the Emergency Relief Administration. In addition, when the Survey was made records of the various county units of the Civil Works Administration were in process of shipment to district offices of the Emergency Relief Administration, where they were being assembled for shipment to Raleigh. It was consequently difficult, and in some instances impossible, to survey them properly. With the exception of certain records of McDowell and Rutherford counties, which were located in Asheville, and a few Granville County records, which were filed in the Raleigh office, records of the counties which composed ERA Districts 3, 4, and 7 were not located. Records are now stored in a building, known as the Record Building, in the State Fair Grounds several miles west of Raleigh on U.S. Highway 64. To locate additional records of the Civil Works Administration, it is advisable to consult sections of the Inventory devoted to related agencies, particularly those on the National Youth Administration and the Works Progress Administration, and the section on the North Carolina Emergency Relief Administration in the Inventory of the State Archives of North Carolina. Certification records of the Civil Works Administration, which were placed in custody of county welfare departments for reference in certifying workers to the Works Progress Administration, are listed in the section on the Works Progress Administration.

A report of the organization and activities of the Civil Works Administration in North Carolina may be found in the final report of the North Carolina Emergency Relief Administration, published by the State in 1936 under the title, Emergency Relief in North Carolina, A Record of the Development and the Activities of the North Carolina Emergency Relief Administration, 1932-1935. Copies of this book may be found in the State Library and in the D. H. Hill Library of State College in Raleigh, North Carolina, and in The National Archives in Washington, D. C.

ASHEVILLE

RECORDS OF COUNTY OFFICES IN ERA DISTRICT 8  
Ashland Avenue School, Ashland Ave.

When this inventory was taken, Civil Works Administration records for the counties in Emergency Relief Administration District 8 were being assembled and temporarily stored in the Ashland Avenue School in Asheville. Not all of them had been received and files were consequently incomplete. Counties which composed the district were as follows: Avery, Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, and Yancey. Records for Avery, Buncombe, Clay, Graham, Madison, Mitchell, and Yancey counties were not located. Various records for McDowell and Rutherford counties in District 7 were also stored here.

1. CHEROKEE COUNTY, 1933 - 1934. Correspondence, time sheets, pay rolls, and reports on projects. Filed alphabetically by subject. (Never.) 10 x 12 folders and loose sheets, 4 in., in drawer of filing case. NE corner room, 2d floor. (226)

2. HAYWOOD COUNTY, 1933 - 1934. Pay rolls showing name and classification of worker, hours worked, and amount due. (Never.) 9 x 10 $\frac{1}{2}$  folders, 6 in., in drawers of filing case. NW corner room, 2d floor. (233)

3. HENDERSON COUNTY, 1933 - 1934. Work assignment slips, personal data cards, project approval records, pay rolls and time sheets, purchase orders, vouchers, and requisitions. Filed alphabetically by subject. (Never.) Various sized bundles, 4 ft. 5 in., in pasteboard box. NW corner room, 2d floor. (234)

4. JACKSON COUNTY, 1933 - 1934. Records of sanitary project, water line records, and time sheets. Filed alphabetically by subject. (Never.) Various sized loose sheets, 5 in., in pasteboard box. NW corner room, 2d floor. (232)

5. MCDOWELL COUNTY, 1933 - 1934. Workers' personal data cards, time sheets, pay rolls, and garden and project reports. Filed alphabetically by subject. (Never.) 10 $\frac{1}{2}$  x 16 folders, 1 ft. 6 in., in drawers of filing case. NW corner room, 2d floor. (228)



6. MACON COUNTY, 1933 - 1934. Assignment and identification cards, time sheets, pay rolls, and project reports. Filed alphabetically by subject. (Never.) 4 x 6 $\frac{1}{2}$  cards, 7 in., in card file. NW. corner room, 2d floor. (227)
7. POLK COUNTY, 1933 - 1934. Project register and pay roll analysis. (Never.) 15 x 17 sheets, 3 in., in pasteboard box. NW. corner room, 2d floor. (231)
8. RUTHERFORD COUNTY, 1933 - 1934. Correspondence, office and project records, pay rolls and time sheets. Filed alphabetically by subject. 10 x 12 and 11 $\frac{1}{2}$  x 15 folders, 2 ft. 9 in., in drawers of filing case. NW. corner room, 2d floor. (230)
9. SWAIN COUNTY, 1933 - 1934. Paid bills, time sheets, pay rolls, cash vouchers, contracts for grazing cattle, reports on pasture rents, engineering and purchase records, and reports on projects, including unapproved applications for projects. Filed alphabetically by subject. (Never.) 10 x 12 folders, 1 ft. 4 in., in drawers of filing case. NW. corner room, 2d floor. (225)
10. TRANSYLVANIA COUNTY, 1933 - 1934. Pay rolls. (Never.) 9 x 12 sheets, 1 $\frac{1}{2}$  in., in pasteboard box. NW. corner room, 2d floor. (229)

DURHAM

DURHAM COUNTY SURVEY OF THE BLIND  
Durham Dairy Products Company Bldg.  
510 Memorial St.

The office of the Civil Works Administration in Durham County was established in 1934. When the Survey was made, records of a survey of the blind in Durham County which was made by the county office were in the custody of the treasurer of the Durham County Association for the Blind at the office of the Durham Dairy Products Company.

11. SURVEY OF THE BLIND, 1934. Card record of the blind in Durham and Durham County, showing name, sex, color, address, date of birth, period of blindness, training in blind school, if any, economic status, type of work for which trained, source of support, and whether or not in need of relief. Filed alphabetically. (Emergency, official.) 5 x 8 cards, 2 $\frac{1}{2}$  in., in drawer of filing case. Last room on left. (128)

ELIZABETH CITY

## RECORDS OF COUNTY OFFICES IN ERA DISTRICT 1

Lambert Bldg., 509 Colonial Ave.

Offices of the Civil Works Administration in Elizabeth City were maintained in the Virginia Dare Arcade Building on East Main Street. When the inventory was taken in April 1936 Civil Works Administration records for counties composing Emergency Relief Administration District 1 were temporarily stored in the basement of the Lambert Building where the Emergency Relief Administration maintained a district office. Counties in the district were as follows: Bertie, Camden, Chowan, Currituck, Dare, Gates, Halifax, Hertford, Martin, Northampton, Pasquotank, Perquimans, Tyrrell, and Washington. Records for Chowan, Currituck, and Northampton counties were not located.

12. BERTIE COUNTY, 1933 - 1934. Correspondence, reports, time sheets, and pay rolls. (Seldom, official.) Various sized loose papers, 3 ft. 6 in., in wooden box and transfile drawer. Disorderly. Storage Room. (457)

13. CAMDEN COUNTY, 1933 - 1934. Correspondence, reports on projects, and applications for approval of projects. (Seldom, official.) 9 x 11½ folders and loose papers, 2 ft., in transfile. Scattered. Storage Room. (453)

14. DARE COUNTY, 1933 - 1934. Pay rolls, wage scales, requisitions for workers, assignment cards, project records, and telegrams. (Rarely, official.) 8 x 10 envelopes, bundles, and cards, 9 in., in drawer of filing case and pasteboard box. Storage Room. (461)

15. GATES COUNTY, 1933 - 1934. Correspondence, contracts, purchase orders, vouchers, pay roll records, applications for approval of projects, workers' assignment, identification, and record cards, including those of workers transferred from ERA work relief, and reports, including reports on material received, work projects, completion of projects, and Public Welfare relief funds. (Occasionally, official.) Various sized loose papers, folders, bundles, and cards, 6 ft., in transfile. Some of records scattered. Storage Room. (450, 458, 460)

16. HALIFAX COUNTY, 1934 - 1935. Teachers' weekly reports, pay rolls, record of compensation payments during disability, and records of approved projects. (Seldom, official.) 9 x 11½ folders, 4 ft., in transfile. Filed chronologically. Storage Room. (455)

17. HERTFORD COUNTY, 1934 - 1935. Weekly pay rolls, project registers, records of child welfare survey, and telegrams. (Seldom, official.) Various sized loose papers, 5 ft., in 4 pasteboard files and transfile. Scattered. Storage Room. (459)

18. MARTIN COUNTY, 1933 - 1934. Old welfare letters, lunch room reports, and applications for work projects. (Rarely, official.) Various sized folders, envelopes, and bundles, 2 ft., in transfer case. Scattered. Storage Room. (462)



19. PASQUOTANK COUNTY, 1933 - 1934. Correspondence, telegrams, pay roll analyses, bids on truck hire, copies of applications for approval of projects, and project registers. (Seldom, official.) 14 x 24 folders, 10 in., in transfile. Storage Room. (451)
20. PERQUIMANS COUNTY, 1933 - 1934. Correspondence, applications for approval of projects, project progress reports, and contractors' bids. (Seldom, official.) Various sized folders and loose papers, 1 ft. 6 in., in pasteboard box. Storage Room. (456)
21. TYRRELL COUNTY, 1934. Miscellaneous correspondence, reports on freight bills, drayage and materials needed, and CCC camp reports. Filed alphabetically by subject. (Frequently, official.) 9 x 11½ folders, 2 ft., in transfile. Storage Room. (454)
22. WASHINGTON COUNTY, 1933 - 1935. Correspondence, telegrams, pay rolls, purchase orders, vouchers, employees' record, identification, and registration cards, project records showing project number, description, and work data, transmittal sheets, and weekly reports. (Rarely, official.) Various sized envelopes, bundles, cards, and loose papers, 6 ft. 9 in., in 3 drawers of transfile and pasteboard box. Storage Room. (452)

GREENSBORO

RECORDS OF THE GREENSBORO AND HIGH POINT OFFICES  
AND COUNTY OFFICES IN ERA DISTRICT 5  
Southern Life Insurance Company Bldg.  
104 E. Market St.

The Greensboro office of the Civil Works Administration was located in the United States Post Office and Federal Court Building. When the inventory was taken in May 1936, records of the Greensboro and High Point offices and those of counties composing Emergency Relief Administration District 5 were temporarily stored in the Southern Life Insurance Company Building at 104 East Market Street. Counties which composed the district were as follows: Alamance, Anson, Caswell, Chatham, Guilford, Lee, Montgomery, Moore, Randolph, Richmond, Rockingham, and Stanly. Records of Caswell, Richmond, and Rockingham counties were not located.

Records of the Greensboro Office  
(See also Anson County)

23. GENERAL FILE, 1933 - 1934. Office correspondence, mailing lists, field engineer's correspondence, purchase records and related correspondence and record of transfer of clients from ERA work relief to CWA projects. (Seldom, official.) 9½ x 12 folders, 4 ft. 6 in., in 3 transfer cases. R. 305. (948)
24. TIME SHEETS, 1933 - 1934. Record of hours worked by relief clients. (Seldom, official.) 10 x 12 folders, 2 ft., in drawer of filing case. R. 305. (933)

25. VOUCHERS, 1933 - 1935. NCERA Form AD 16, voucher for purchases, and services other than personal; also typewriter rental and petty cash receipts, and transmittal sheets. (Seldom, official.)  $8\frac{1}{2}$  x  $11\frac{1}{2}$  bundles and loose papers, 2 ft., in pasteboard box. R. 305. (945)
26. WEEKLY ANALYSIS, 1933 - 1934. Weekly analytic breakdown of projects. (Seldom, official.) 10 x 12 folders, 3 in., in pasteboard box. R. 305. (939)
27. WORK CARDS, 1933 - 1934. Record of type of work for which client was fitted. Filed alphabetically. (Never.) 6 x 8 cards, 3 ft., in 3 pasteboard boxes. R. 305. (935)
28. IDENTIFICATION CARDS, 1933 - 1935. Card record giving name, address, and work classification of client. Arranged by years; one set filed alphabetically and one numerically. (Never.) 3 x 5 and 6 x 8 cards, 6 ft. 4 in., in 4 pasteboard boxes. Rs. 305 and 307. (938, 956)
29. ASSIGNMENT AND IDENTIFICATION SLIPS, 1934 - 1935. Showing name, address, and classification of client. (Seldom, official.) 10 x 12 folders, 2 ft., in drawer of wooden filing case. R. 305. (937)
30. EARNING RECORDS, 1933 - 1934. Earning records of individual relief clients. (Seldom, official.) 5 x 8 cards, 1 ft., in pasteboard box. R. 305. (953)
31. FORMS AND CORRESPONDENCE, 1934 - 1935. Relative to relief work. (Seldom, official.) 10 x 12 folders, 2 ft., in transfer case. R. 307. (955)
32. SOCIAL SERVICE, 1935. Miscellaneous CCC and CWA social service records of the County Welfare Department. (Seldom, official.) 10 x 12 folders, 2 ft., in transfer case. R. 305. (951)

Records of the High Point Office

33. CORRESPONDENCE, 1933 - 1934. Relative to relief work. (Seldom, official.) 10 x 12 folders, 2 ft., in transfer case. R. 307. (959)
34. PERSONNEL RECORD CARDS, 1933 - 1934. Applications for employment, and record of transfer of clients from ERA work relief to CWA projects. (Seldom, official.) 5 x 8 cards, 2 ft., in pasteboard box. R. 305. (940)

Records of County Offices

35. ALAMANCE COUNTY, 1933 - 1934. Record cards for workers transferred from ERA work relief to CWA projects, and applications for employment. (Seldom, official.) 5 x 8 cards, 4 ft., in transfer case. R. 305. (942)
36. ANSON COUNTY, 1933 - 1934. Work relief vouchers, progress reports, and project approvals. (Seldom, official.) 5 x 8 loose papers, 6 ft., in 3 transfer cases. R. 305. (950)



37. ANSON COUNTY AND GREENSBORO, Nov. 1933 - Mar. 1934. Record cards for employees transferred from ERA work relief to CWA projects, and applications for employment. (Seldom, official.) 5 x 8 cards, 6 ft., in 3 wooden filing cabinets. R. 305. (947)
38. CHATHAM COUNTY, 1933 - 1935. Project pay rolls and correspondence relative to progress and work hours of the various projects in the county (1933-1934), and general office files and correspondence (1934-1935). (Seldom, official.) 9 x 12 and 10 x 12 folders, 6 ft., in 2 drawers of filing case and wooden cabinet. Rs. 305 and 307. (934, 936, 954)
39. GUILFORD COUNTY, 1933 - 1935. Applications for approval of proposed projects and reports on garden and other work by relief clients. (Seldom, official.) 8 $\frac{1}{2}$  x 12 and 10 x 12 folders, 5 ft., in transfer case and wooden drawer. R. 305. (949, 930)
40. LEE COUNTY, 1933 - 1935. Correspondence, weekly reports, instructions, and general office files, including card index of all persons connected with relief work in the county. (Seldom, official.) Various sized folders, loose sheets, and cards, 6 ft. 4 in., in transfer case, letter file, and card file. R. 307. (958, 957)
41. MONTGOMERY COUNTY, 1933 - 1935. General office files, including reports on completed and discontinued projects and those transferred to the ERA, relief work vouchers, and records of the distribution of commodities supplied by the Federal Government. (Seldom, official.) 10 x 12 folders and loose papers, 6 ft., in 3 transfer cases. R. 305. (944, 941)
42. MOORE COUNTY, 1932 - 1935. Inactive relief data, and record of expenditures for emergency work, including paid vouchers and canceled checks. (Seldom, official.) Various sized folders and bundles, 45 ft., in 22 transfer cases and on table. R. 305. (932, 931)
43. RANDOLPH COUNTY, 1933 - 1935. General office files, including project records, workers' assignment slips, vouchers, and pay rolls. (Seldom, official.) 10 x 12 loose papers, 4 ft., in 2 transfer cases. R. 305. (943)
44. STANLY COUNTY, 1933 - 1935. Correspondence and reports, including project records, engineering reports, vouchers for purchases and services other than personal, timekeepers' receipts, safety bulletins, and hospital and doctors' bills. (Seldom, official.) 10 x 12 folders, 2 ft., in transfer case. R. 305. (952)

NEW BERN

RECORDS OF COUNTY OFFICES IN ERA DISTRICT 2  
McLellan Bldg., Pollock and Middle Sts.

Offices of the Civil Works Administration in New Bern were located in the Hughes Building on South Front Street. When the inventory was taken, records

for all counties composing Emergency Relief Administration District 2 were stored in the McLellan Building, corner of Pollock and Middle Streets. Since these records had been packed for shipment, it was impossible to secure more than a general idea of their contents. Counties which composed Emergency Relief Administration District 2 were as follows: Beaufort, Carteret, Craven, Duplin, Greene, Hyde, Jones, Lenoir, Onslow, Pamlico, Pitt, and Wayne.

45. COUNTY RECORDS, 1933 - 1934. Correspondence with the state administrator, telegrams, property records, workers' records and assignments, etc. Filed by county. (Never.) Various sized folders and loose sheets, 48 ft., in 24 drawers of filing case. Hall. (278)

RALEIGH

OFFICE OF THE STATE ADMINISTRATOR

- (A) Commercial National Bank Bldg., Martin and Wilmington Sts.
- (B) Montague Bldg., Blount and Hargett Sts.
- (C) Raleigh Tobacco Warehouse Bldg., 923 S. Blount St.

This office was located in the Commercial National Bank Building. When the inventory was taken practically all of the records of the office had been packed preparatory to permanent storage. Those records only could be surveyed which were filed in the offices of the Emergency Relief Administration in the Commercial National Bank Building or which were temporarily stored in the Montague Building and the Raleigh Tobacco Warehouse Building. Monthly reports of activities were sent to Washington during the life of the Administration. No papers were considered useless.

46. DISBURSING ACCOUNTS, Nov. 1933 - Apr. 1934. Record of all money disbursed, including a schedule of disbursements, statement of accounts, and an analysis of undistributed receipts. Filed chronologically. (Frequently, official.)  $8\frac{1}{2}$  x 16 bundles, 8 ft., in pasteboard boxes. R. 5 (Bldg. B). (1054)

47. SCHEDULE OF DISBURSEMENTS, Apr. 1, 1934 - Nov. 5, 1935. Schedule of disbursements of Federal funds by the state CWA disbursing officer in Charlotte. (Rarely, official.) 10 x 12 folders, 10 ft., in 5 transfer cases. Supply Room (Bldg. C). (718)

48. DISBURSEMENTS, FEDERAL PROJECTS, Nov. 1, 1933 - Apr. 1, 1934. For pay rolls and purchase orders for Federal projects. Filed alphabetically by county. (Seldom, official.) 10 x 12 folders, 10 ft., in 5 cardboard transfer cases. R. 5 (Bldg. B). (636)

49. PROJECT PAY ROLL AND PURCHASE RECORDS, Nov. 1933 - Apr. 1934. Project pay roll records, showing name of disbursing officer, number and location of project, name and number of each employee on project, type of work performed by each, hours worked each day, total number of hours worked, rate of pay, and amount earned; and itemized description of each project,



record of costs, and copy of bids for materials purchased. Arranged alphabetically by county and filed numerically by project number. (Frequently, official.)  $9 \frac{3}{4} \times 11 \frac{1}{2}$  folders, 170 ft., in 85 transfer cases. R. 9 (Bldg. B). (1055)

50. FINANCE AND PROPERTY RECORDS, 1933 - 1935. Record of receipt of funds, reports of the State Auditor, copies of the disbursing officer's reports to the National Administrator, and Government bulletins on supplies and equipment. Filed by subject. (Never.) 9 x 12 folders, 2 ft., in transfile case. R. 12 (Bldg. B). (709)

51. CHECKS, Nov. 1, 1933 - Apr. 1, 1934. Returned checks issued by the state CWA disbursing officer. Numerical index. (Frequently, official.) 9 x 16 bundles, 106 ft. R. 5 (Bldg. B). (632)

52. U.S. TREASURY CHECKS, Nov. 1933 - May 1934. First and second copies, of which originals are in Washington, of checks drawn on the U.S. Treasury to cover costs of operation. Arranged alphabetically by county and filed numerically by serial number. (Frequently, official.)  $8 \frac{1}{2} \times 18$  bundles, 68 ft., on floor. R. 5 (Bldg. B). (1057)

53. PAY ROLLS, Nov. 29, 1933 - Mar. 1, 1934. Embracing every person employed for any purpose on CWA projects. Filed chronologically by project. (Rarely, official.)  $9 \frac{3}{4} \times 11 \frac{1}{2}$  folders, 22 ft., in 11 drawers of filing case. R. 9 (Bldg. B). (670)

54. COUNTY PAY ROLLS AND PURCHASE ORDERS, Nov. 1, 1933 - Apr. 1, 1934. Complete file of pay rolls forwarded by counties to state office; also purchase orders paid by county administrations. Arranged alphabetically by county and filed numerically by project. (Frequently, official.) 10 x 12 folders, 148 ft., in 74 cardboard transfer cases. R. 5 (Bldg. B). (637)

55. ANALYSIS OF PAY ROLLS, Nov. 1933 - Apr. 1934. Analysis of weekly pay rolls for all counties in North Carolina, showing project number, man-hours worked, rate of pay, occupation, and classification of each worker, total number of workers, total number of man-hours, etc. (Never.) Various sized bundles, 6 ft., in pasteboard boxes. Dirty. R. 407 (Bldg. A). (1053)

56. CARD RECORD, Nov. 1933. Of each person to whom payments were made by the CWA, showing name of payee, voucher number, amount of check, and date paid. Filed alphabetically. (Frequently, official.) 3 x 5 cards, 10 ft., in 5 wooden boxes. R. 5 (Bldg. B). (1056)

57. FACE SHEETS, 1933 - 1934. Engineer's check sheets on projects submitted for approval. Arranged alphabetically by county and filed numerically by project. (Seldom, official.) 9 x 12 folders, 2 ft., in drawer of metal filing case. R. 313 (Bldg. A). (499)

58. APPROVED PROJECTS, 1933 - 1934. Data on projects approved for work on public property, such as road and street repair, sanitation, and construction of airports. Arranged alphabetically by county and filed numerically by project. (Daily, official.) 9 x 12 folders, 38 ft., in 19 drawers of metal filing case. R. 313 (Bldg. A). (487)

59. UNAPPROVED PROJECTS, 1933 - 1934. Data on projects which were not approved for work on public property, such as road and street repair, sanitation, and construction of airports. Filed alphabetically by county. (Seldom, official.) 9 x 12 folders, 8 ft., in 4 drawers of metal filing case. R. 313 (Bldg. A). (496)

60. PROJECT DATA, 1933 - 1934. Reference data on work projects, including project number and description, estimated cost, source of funds, and hours and wage rates. Arranged alphabetically by county and filed numerically by project. (Seldom, official.) 9 x 12 folders and loose papers, 4 ft., in drawers of metal filing case. R. 313 (Bldg. A). (481, 500)

61. MISCELLANEOUS FILE, Nov. 29, 1933 - Mar. 31, 1934. Miscellaneous data relative to projects, including for each project correspondence, personnel and identification cards, pay rolls and pay roll reports, project and fund control registers, and compensation and work reports. Filed chronologically by entrance date. (Occasionally, official.) 9 3/4 x 11 1/2 folders, 38 ft., in 19 drawers of filing case. R. 9 (Bldg. B). (669)

62. PROJECT REGISTER, GRANVILLE COUNTY, Dec. 1933 - Apr. 1, 1934. Also a record of all expenditures for materials, labor, etc. Indexed. (Never.) 11 x 14 vol., 1 in., on open wooden shelf. R. 11 (Bldg. B). (685)

#### STATESVILLE

##### RECORDS OF COUNTY OFFICES IN ERA DISTRICT 6 Emergency Relief Administration Bldg.

When the inventory was taken, Civil Works Administration records for the counties composing Emergency Relief Administration District 6 were temporarily stored in Statesville. Counties which composed this district were as follows: Alexander, Alleghany, Ashe, Davidson, Davie, Forsyth, Iredell, Rowan, Stokes, Surry, Watauga, Wilkes, and Yadkin. No papers were considered useless.

63. CORRESPONDENCE, Nov. 1933 - Mar. 1934. (Never.) 9 x 11 folders, 14 ft. Hall, 2d floor. (11)

64. GENERAL FILE, Nov. 1933 - Mar. 1934. Various papers collected by the county offices in the performance of their duties. (Never.) Various sized bundles, 8 ft., in 3 pasteboard boxes. Dirty, scattered. Hall, 2d floor. (10)

65. PAY ROLLS, Nov. 1933 - Mar. 1934. Showing period covered, name of worker, number of hours worked, and amount paid. (Never.) 9 x 11 bundles, 27 ft., in 9 wooden and 18 metal drawers of filing case. Hall, 2d floor. (9)

66. RECORD OF MONEY PAID TO WORKERS, Nov. 1933 - Mar. 1934. Showing name and address of worker, and date and amount of payments. (Never.) 5 x 7 cards, 117 ft., in 7 pasteboard and 10 wooden boxes. Hall, 2d floor. (12)





