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no.29
Series 12

UNIVERSITY OF KENTUCKY

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INVENTORY OF FEDERAL ARCHIVES IN THE STATES



SERIES XII
THE VETERANS' ADMINISTRATION
NO. 29
NEW JERSEY

LIBRARY
UNIVERSITY OF KENTUCKY



THE SURVEY OF FEDERAL ARCHIVES
WORK PROJECTS ADMINISTRATION

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 XII. THE VETERANS' ADMINISTRATION

NO. 29. NEW JERSEY

Newark, New Jersey
The Historical Records Survey Project
1940

The Historical Records Survey

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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 was continued in New Jersey since that date as a state project of that Administration and of the Work Projects Administration until May 1940 when it became a unit of the New Jersey Historical Records Survey Project.

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.

In New Jersey, the Inventory of Federal Archives has been under the direction of Mr. Van Arsdale Turner since its inception and all inventory work was completed under his supervision, with the assistance of Mr. Harold Mountan. On July 1, Mr. Turner was appointed State Supervisor of the CWA and WPA Records Microfilming Project and Mr. Mountan was placed in charge of completing the publication of the volumes in the Federal Archives Inventory series. This Inventory of the records of the Veterans Administration in New Jersey was prepared in the Newark office of the Survey, and was edited before publication by Miss Elizabeth Edwards of the Washington office.

Newark, New Jersey
August 15, 1940

CARL JOHN BOSTELMANN
State Director
New Jersey Historical Records Survey
Project

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THE VETERANS' ADMINISTRATIONLYONS

COMBINED FACILITY

- (A) Administration Bldg.
- (B) Building 2
- (C) Building 4
- (D) Building 6
- (E) Building 8
- (F) Building 9

A regional office of the Veterans' Administration was opened in Lyons on October 4, 1930. It took over the functions of a former regional office located in Newark. The veterans' hospital at Lyons, variously known as Knoolcroft, Somerset Hills, and Millington, was opened in November 1930. The regional office and the hospital were consolidated to form the Combined Facility on June 15, 1931.

Aside from administering the affairs of the hospital, the Facility is responsible for furnishing information concerning all benefits; the preparation and adjudication of disability pensions and compensations; providing out-patient treatment; issuing authorizations for hospitalization; conducting physical examinations for other government agencies; procuring data regarding claims; attending to guardianship matters; and conducting legal proceedings on behalf of veterans. Another of its functions is the authorization and recommendation of veterans for Civilian Conservation Corps camps.

The Adjutant General of New Jersey maintains contact with offices at Camden and Trenton for the purpose of aiding veterans who desire information or help through the State service offices. These agencies keep no records and have no connection with the Veterans Facility at Lyons.

Statistical reports, medical reports, death claims, and adjustment service papers of the Facility are sent to Washington. Papers considered of no value are burnt according to instructions from the Central Office. Some inactive records of both the Newark Regional Office and of the Combined Facility at Lyons are stored at the Veterans' Administration Supply Depot, Perry Point, Maryland. See Series XII, The Inventory of the Veterans' Administration, No. 19-Maryland, for a description of these records.

Adjudication Division

1. DISABILITY CARDS, Nov. 11, 1918 - July 2, 1921. Records of veterans' disabilities incurred in peace time service, between Nov. 11,

- 1918 and July 2, 1921. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Adjudication Division, 1st floor (Bldg. A). (80)
2. PAYMENTS TO DEPENDENTS OF VETERANS, 1918 to date. Form 681, record of veterans who have parents dependent upon them. Filed chronologically. (Daily, official.) 3 x 5 cards, 4 ft., in 3 drawers of steel filing case. Adjudication Division, 1st floor (Bldg. A). (83)
3. REPRESENTING CLAIMS, 1918 to date. Form 680, record of veterans' minor children who receive benefits, indicating name, age, and sex of each child. Filed chronologically. (Daily, official.) 3 x 5 cards 6 ft. 8 in., in 5 drawers of steel filing cases. Adjudication Division, 1st floor (Bldg. A). (82)
4. REHABILITATION CORRESPONDENCE, 1921 - 1925. On veterans' affairs and claims with the Central Office in Washington, D.C. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 20 ft., on 4 open wooden shelves. Attic Room, 4th floor (Bldg. A). (211)
5. PAYMENTS TERMINATED, 1924 to date. Record of all veterans' cases, claims and benefits for which payments by the Veterans' Administration have ceased. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Adjudication Division, 1st floor (Bldg. A). (79)
6. RECORD OF ACTION ON INDIVIDUAL CLAIMS, 1926 to date. Statistical data on all veterans' cases, such as examination for the claim, rating, basis of action, and reason why the case is before the board of adjudication. Filed chronologically. (Daily, official.) $10\frac{1}{2}$ x 16 vols. (5), 1 ft. 4 in., in steel cabinet. Adjudication Division, 1st floor (Bldg. A). (70)
7. INVESTIGATIONS, 1928 - 1932. Of in and out patients pertaining to legal questions, investigations on claims, dependence, compensation, and insurance. Filed alphabetically. (Rarely, official.) 9 x 12 bundles, 6 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (195)
8. ADJUDICATION REVIEW CARDS, 1930 - 1933. Showing claim number, the status of the claim, and amount of compensation. Filed numerically by claim numbers. (Rarely, official.) 3 x 5 cards, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (189)
9. PENSION AND INSURANCE EXAMINATION FILE, 1930 - 1931. Information concerning World War veterans applying for government insurance with reports on examinations and peace time service. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $10\frac{1}{2}$ bundles, 12 ft., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (190)

10. WAR OCCUPATION, EXPEDITION, RETIRED FILES, ACTIVE, 1930 to date. Transferred correspondence. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 141 ft., on 8 open steel shelves and 24 open wooden shelves. Attic Room, 4th floor (Bldg. A). (186)
11. RATING BOARD JOURNALS, Jan. 1933 - Nov. 1933. Used in determining veterans' compensations including name and claim number of each. Filed chronologically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 2 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (202)
12. ACTIVE AND NON-SERVICE FILE, Mar. 1933 to date. Requests for claims and benefits for permanent or total disability, due to causes other than from war; also letters to check veterans' salaries to see if they are entitled to benefits. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Adjudication Division, 1st floor (Bldg. A). (72)
13. APPEAL RECORD CARD FILE, Mar. 1933 to date. Of veterans appealing to the Board of Judicature, with reference to their compensation claims. Showing number of the claim, date of appeal, and basis of appeal. Filed chronologically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of wooden filing case. Adjudication Division, 1st floor (Bldg. A). (74)
14. INSTRUCTIONAL MATERIAL FILE, Mar. 1933 to date. Decisions from the appeal board on veterans' claims, instructional letters, regulations and procedures; also instructions on all legislation concerning veterans. Filed chronologically. (Daily, official.) 8 x 10 bundles, 3 ft., on shelf of steel cabinet. Adjudication Division, 1st floor (Bldg. A). (69)
15. PENDING APPEAL CASES, Mar. 1933 to date. Records of veterans who have filed a notice to the Adjudication Office for claims and are waiting for trial before the Board of Judicature. Filed chronologically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of wooden filing case. Adjudication Division, 1st floor (Bldg. A). (75)
16. CERTIFICATIONS FILE, July 1, 1933 - Jan. 1934. Of compensations. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x 12 bundles, 6 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (191)
17. APPEAL CASES, 1933 to date. Now before the appeal board. Filed alphabetically. (Daily, official.) 3 x 5 cards, 3 ft., in 2 drawers of steel filing case. Adjudication Division, 1st floor (Bldg. A). (71)
18. BUREAU ISSUED CARDS, 1933 to date. Instruction letters received from Washington showing date received. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of steel filing case. Adjudication Division, 1st floor (Bldg. A). (77)

19. CASES PENDING BEFORE APPEAL BOARD, 1933 to date. Record of pending cases concerning veterans' claims, cases becoming pending when more evidence is submitted by the veteran to support his claim before the Appeal Board in Washington. Filed chronologically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of steel filing case. Adjudication Division, 1st floor (Bldg. A). (76)
20. INSURANCE CLAIMS, 1933 to date. For benefits alleged on basis of permanent and total disability. Filed chronologically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Adjudication Division, 1st floor (Bldg. A). (81)
21. PENSION ATTORNEY PROCEDURE, 1933 to date. To safeguard interests of veterans. Filed chronologically. (Daily, official.) 5 x 8 cards, 1 ft., in drawer of steel filing case. Adjudication Division, 1st floor (Bldg. A). (78)
22. RECEIVED UNDER PUBLIC 141, 1935 to date. Record of all veterans' cases on the pay roll for disability incurred during the World War. Filed chronologically. (Daily, official.) 3 x 5 cards, 10 ft. 8 in., in 8 drawers of steel filing cases. Adjudication Division, 1st floor (Bldg. A). (73)

Office of the Chief Attorney

23. GUARDIANSHIP FILE (CLOSED), 1925 - 1934. Of activities of guardians appointed to attend affairs of the veterans, including correspondence, citations, records of investigations, and decisions. Filed alphabetically by veterans' names. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 71 ft., on 15 open wooden shelves. Attic Room, 4th floor (Bldg. A). (183, 214)
24. COUNTY COURT VOUCHERS, 1930 to date. Of doctor bills, store checks, clothing receipts of veterans submitted by guardians; kept two years, third year they go to court because the law of the state requires a statutory account. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Legal Division, 1st floor (Bldg. A). (13)
25. GENERAL MISCELLANEOUS FILE, 1930 to date. Of regulations and orders, inservice letters, decisions in reference to veterans' cases, station memoranda, bulletins, miscellaneous correspondence. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. Legal Division, 1st floor (Bldg. A). (14)
26. INVESTIGATION FILE, 1930 to date. Record of field investigations, such as veterans' claims, bonus, insurance, disability and guardian investigation, and investigations of veterans. Filed alpha-

betically, (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Legal Division, 1st floor (Bldg. A). (16)

27. VIOLATION OF FEDERAL STATUS FILE, 1934 to date. Record of veterans' pending suits which the legal division must settle in court. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Legal Division, 1st floor (Bldg. A). (15)

Finance Division

28. MEALS AND LODGING, REQUEST FILE, 1920 to date. Record of expenses for meals and lodging incurred by veterans who travel to and from the hospital to receive medical treatment. Filed chronologically. (Daily, official.) $3\frac{3}{4}$ x 8 bundles, 1 ft. 4 in., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (23)

29. MISCELLANEOUS RECEIPTS, 1920 to date. For money orders paid and receipts for payment on Government insurance. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ bundles, 2 ft., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (29)

30. TRAVEL REQUESTS, 1920 to date. For employees traveling from and to the hospital. Filed by symbol allotment number. (Daily, official.) $3\frac{3}{4}$ x 8 loose sheets, 1 ft. 4 in., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (24)

31. SCHEDULES OF ALLOWANCE, 1922 - 1926. Records of estimated amount of money needed for yearly budget by each division in the hospital; allotments of funds are made from these records. Filed chronologically and alphabetically. (Rarely, official.) 11 x 17 bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (192)

32. DEATH CASES, Jan. 1924 to date. Record showing policy number, rate, and amount of insurance. Filed alphabetically. (Daily, official.) 4 x 6 cards, 5 ft. 4 in., in 4 drawers of steel filing case. Finance Division, 1st floor (Bldg. A). (43)

33. OBSOLETE PAY ROLLS, Nov. 1924 - Aug. 1932. VA Insurance Form 1001, pay period, department, employees' names, classifications, hours worked, rates per hour, amounts earned for period, total amount of pay roll and signature of employees' for pay received. Filed chronologically. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 6 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (188)

34. SCHEDULES OF PAYMENTS BY THE DISBURSING OFFICER, Nov. 1924 - Jan. 1931. VA Form 1012, schedules, showing payments made for compensation, loans, beneficiary traveling expenses etc; sent to the general accounting officer in Washington. Filed chronologically. (Rarely,

official.) 15 x 18 bundles, 5 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (206)

35. CERTIFICATES OF ADJUSTED SERVICE, Jan. 1925 to date. Showing number of policy, rate each year, amount veteran can borrow on the policy, date of maturity, and date issued. Filed alphabetically. (Daily, official.) $9\frac{1}{2}$ x 15 $\frac{3}{4}$ envelopes, 48 ft., in 24 drawers of steel filing cases. Finance Division, 1st floor (Bldg. A). (42)

36. PAY ROLL DATA, July 19, 1928 - June 1931. Record of pay roll data of classified and non-classified employees, showing pay rates, classification and divisions to which employees are assigned. Filed alphabetically. (Daily, official.) 8 x $10\frac{1}{2}$ bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (197)

37. SCHEDULES OF DISBURSEMENTS ON WAR RISK INSURANCE, 1928 - 1930. Record of claims and payments of claims made by disbursing office on War Risk Insurance of veterans. Arranged chronologically. (Daily, official.) $9\frac{1}{2}$ x 15 bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (203)

38. VOUCHER SERIES FILE, Dec. 1930 - Feb. 1, 1932. Vouchers for services rendered from which checks in payment are made out and attached to vouchers. Filed alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 6 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A) (184)

39. AUTHORITY AND RECEIPT FOR GUESTS' MEALS FILE, 1930 to date. Form 2684, showing date, number, meal order, name of guest, price, and signature of recipient. Filed chronologically and numerically. (Daily, official.) 3 x 5 cards, 3 ft., on open steel shelf. Finance Division, 1st floor (Bldg. A). (26)

40. CLASSIFIED AND NON-CLASSIFIED SALARY LIST, 1930 to date. Record of Civil Service and non-Civil Service employees, salary received and division of hospital in which located. Filed alphabetically. (Daily, official.) 9 x 14 loose sheets, 3 ft., on steel shelf and in 2 press board books. Finance Division, 1st floor (Bldg. A). (31)

41. COMPENSATION PAY ROLL TAPE FILE, 1930 to date. Adding machine tapes with figures used to reconcile pay rolls and compensation file figures. Filed chronologically. (Daily, official.) 2 x 17 bundles, 3 ft., on steel shelf. Finance Division, 1st floor (Bldg. A). (28)

42. CONTRACTS, 1930 - 1935. And bids on everything needed for the hospital, such as clothing, shoes, office supplies, food, etc. Filed chronologically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (215)

43. CONTRACT CORRESPONDENCE, 1930 - 1935. With firms and individuals who have contracts or are bidding for a contract with the hospital. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 7 ft. 6 in., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (217)
44. FIELD SERVICE RECEIPTS, 1930 - July 24, 1936. VA Finance Form 1028, copies of receipts veterans receive on making payments on money borrowed; two copies are sent to Central Office in Washington, D. C. Filed alphabetically. (Daily, official.) $3\frac{3}{4}$ x 8 loose-leaf books, 4 ft., in 3 drawers of steel filing case. Finance Division, 1st floor (Bldg. A). (40)
45. GENERAL FILE, 1930 to date. Contracts for buying grease, bones for the kitchen, tallow, ashes and cinders, and other supplies; correspondence for meal requests, traveling requests and for collection of money from contract owners. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 6 ft., in 3 drawers of steel filing case. Finance Division, 1st floor (Bldg. A). (27)
46. LOANS ON ADJUSTED SERVICE CERTIFICATES, 1930 to date. VA Finance Form 1184a, veterans' names, amount of bonus, amount drawn first time, rate of interest on loan and number of payment made on first loan. Filed alphabetically. (Daily, official.) 5 x 8 cards, 14 ft., in 7 drawers of steel filing cases. Finance Division, 1st floor (Bldg. A). (39)
47. OBSOLETE FIELD SERVICE RECEIPTS, 1930 to date. VA Finance Form 1028, copies of receipts for sale of junk, veterans' expenses for food and traveling, waste matter, and refund on over-payments. Filed alphabetically. (Daily, official.) $3\frac{1}{4}$ x 8 loose-leaf books, 2 ft. 8 in., in 2 drawers of steel filing case. Finance Division, 1st floor (Bldg. A). (44)
48. PATIENTS' FUNDS VOUCHERS, 1930 - Jan. 1935. For money needed by veteran's for necessities, showing name, date, amount and doctor's signature. Filed chronologically. (Rarely, official.) 8 x $10\frac{1}{2}$ and $8\frac{1}{2}$ x 11 bundles, 10 ft., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (199, 208)
49. PAY ROLLS, 1930 - 1931. Veterans' compensation pay rolls, showing their classifications, claim numbers and amounts to be received by each. Filed chronologically. (Rarely, official.) $9\frac{1}{2}$ x 15 bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (205)
50. SCHEDULE OF COLLECTIONS, 1930 to date. Standard form 1044, showing department, bureau, date received, receipt number, name of remitter, details of collections, amount, fund to be credited, and certificate of deposit number. Filed chronologically. (Daily, official.) 8 x 10 bundles, 3 ft., on open wooden shelf. Finance Division, 1st floor (Bldg. A). (30)

51. PURCHASE ORDERS, Jan. 1931 - July 1935. Copies of Form 135, showing date, item serial number, description of article, unit price and total amount, Filed numerically by serial numbers. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 18 ft., on 3 open wooden shelves. Attic Room, 4th floor (Bldg. A). (210)
52. PURCHASE VOUCHERS, July 1931 - June 30, 1934. Form 3229, Vouchers for food, building material, clothing and other material and supplies, showing voucher number, date, payee's name and address, requisition number, purchase order number, expenditure symbol, date of delivery or service, articles or services, quantity, unit prices, total amount of voucher, check number and date of check and related correspondence. Filed numerically. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 16 ft., on 3 open wooden shelves. Attic Room, 4th floor (Bldg. A). (187)
53. CANCELED VOUCHERS ON CLAIMANTS ONLY, Dec. 1931 - 1933. Vouchers for traveling expenses, lodging requests and other expenses that have been canceled by the finance officer for various reasons. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (222)
54. BENEFICIARIES' TRAVEL ORDERS, 1931 - 1933. Medical Form 2514, showing station, location, date, name and address of applicant, authorization to travel, purpose, and date of arrival. Filed chronologically and alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 12 ft., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (185)
55. SCHEDULE OF COLLECTIONS, 1931 - 1933. Of money received for each veteran from guardian, for work in Occupational Therapy Shop and from other sources. Filed alphabetically. (Rarely, official.) 9 x $12\frac{1}{2}$ bundles, 4 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (200)
56. BUDGET SYMBOLS, July 1, 1932 - June 30, 1933. Assigned yearly to each division of the hospital when allotments of funds are made. Filed by symbol numbers. (Rarely, official.) $10\frac{1}{2}$ x 15 bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (193)
57. COST ACCOUNT RECORDS, Dec. 1932 - Jan. 1934. Statistical reports on each division such as supply expenses and overhead expenses of the hospital, for the year. Filed by years and divisions or departments. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 8 ft., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (221)
58. GENERAL FILE OF BUDGET REPORTS, 1932 to date. Record of statistical information, monthly reports, symbols, allotments, treatment service, dental supplies, personnel travel, repairs, reports on pur-

chases, amount of money left from the allotment, budget of estimates for the year of the entire hospital, schedule of disbursement and vouchers, and miscellaneous correspondence for budget records, Filed alphabetically. (Daily, official.) Various sized folders, 2 ft., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (32)

59. VENDORS' AND BENEFICIARY VOUCHERS, July 1, 1933 - July 1934. Of payments for everything bought by the hospital, including payments for transportation expenses, for treatment and for hospitalization. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 14 ft., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (204)

60. OUTSTANDING BUDGET OBLIGATIONS, 1934 to date. Supply Form 1252, showing date, item, number, quantity, unit price, and aggregate price; used for the purchase of any article for the hospital. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (34)

61. BUDGET PROCUREMENT AND INSTRUMENTS PAID, 1935 to date. Supply Form 1252, purchase order showing date, symbol, item number, quantity price, unit price, and aggregate price. Filed numerically by symbols. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 8 ft., in 4 drawers of steel filing case. Finance Division, 1st floor (Bldg. A). (37)

62. COST ACCOUNT RECORD, 1935 to date. Form 1216, account of sale or collection, showing quantity, articles, book value, purchaser, and amount received for each article sold; used to determine amount of sales in occupational therapy department. Filed chronologically. (Daily, official.) 8 x 10 bundles, 2 ft., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (36)

63. PAY ROLL FOR PERSONNEL SERVICE VOUCHERS, 1935 - July 25, 1936. Semimonthly pay roll vouchers of all employees in the hospital, their classifications and amount of wages they are to receive. Filed chronologically by pay periods and then by divisions or departments. (Daily, official.) 11 x $17\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Finance Division, 1st floor (Bldg. A). (35)

64. STATEMENTS OF ADJUSTED SERVICE CERTIFICATES FOR PAYMENT, Mar. 1, 1936 to date. Form 1705, showing veteran's name, amount he is to receive from his bonus, amount he has borrowed, and amount of payments and interest. Filed alphabetically. (Daily, official.) 8 x 12 loose-leaf books, 30 ft., on 10 open steel shelves. Finance Division, 1st floor (Bldg. A). (25)

65. GENERAL FILE, Mar. 1936 to date. Of correspondence, bonus records adjusted service certificates, veterans' notes on the amount of money borrowed, and veterans' identifications. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ bundles, 72 ft., in 36 drawers of steel filing cases. Finance Division, 1st floor (Bldg. A). (38)

66. RECORD OF BONDS AND CASH RECEIVED BY CLAIMANTS, Mar. 1936 to date. Form 1700, veteran's name, address, certificate number, voucher number, date of payment, outstanding obligations, and amount paid. Filed alphabetically. (Daily, official.) 2 $\frac{1}{2}$ x 8 bundles, 14 ft., in 7 drawers of steel filing cases. Finance Division, 1st floor (Bldg. A). (33)

67. VETERANS' NOTES, Mar. 1936 to date. Form 1184D, showing amount of certificate, amount borrowed, rate of interest paid, and balance due each man. Filed alphabetically. (Daily, official.) 5 x 8 cards, 76 ft., in 35 drawers of steel filing cases. Finance Division, 1st floor (Bldg. A). (41)

Office of the Manager

68. REPORTS ON CONSTRUCTION, 1929 - 1930. Of progress made in hospital and in building of hospital with blueprint book of plans. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 3 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (194)

69. GENERAL CORRESPONDENCE, Jan. 1934 to date. Regarding patients' funds, budget offices, canteen, committee waivers, Federal Relief Service Organization, investigations from the Central Office on the activities of the hospital. Filed alphabetically. (Daily, official.) 8 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Manager's Office, 2d floor (Bldg. A). (1)

70. CONSOLIDATED MONTHLY REPORTS, Jan. 1936 to date. Information and statistics of all activities carried on in the hospital, in the adjudication, finance, medical, contact, social service, and personnel divisions. Filed chronologically. (Daily, official.) 8 $\frac{1}{2}$ x 11 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Manager's Office, 2d floor (Bldg. A). (2)

71. SCHEDULE OF COLLECTIONS, Jan. 1936 to date. Form 1044, record of all information on the remittance of money, the purpose for which it is to be used, the name of the patient and the amount either in cash or check deposited for the patient in the hospital. Filed alphabetically. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Manager's Office, 2d floor (Bldg. A). (3)

Contact Unit

72. ACTIVE PATIENTS' FILE, 1930 to date. History record of each patient, showing name, location in hospital, register number, home address, names and addresses of relatives, rank during World War, disability, diagnosis treatment and progress under treatment, compensation record. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Contact Unit, 1st floor (Bldg. A). (17)

73. DISCHARGED PATIENTS' FILE, 1930 to date. Showing name, location in hospital, register number, home address, names and addresses of relatives, rank during war, disability, diagnosis, treatment, compensation record; and date of discharge, date of visits to hospital after discharge and treatment given. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Contact Unit, 1st floor (Bldg. A). (18)

74. ACTIVE VETERANS IN CCC CAMPS, 1932 to date. Correspondence with the veteran, his application, and the amount of money he is allotted in the CCC camp. Filed alphabetically. 5 x 8 card index, 8 in., (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. Contact Unit, 1st floor (Bldg. A). (20)

75. APPLICATIONS PENDING ENROLLMENT IN CCC, 1932 to date. Records of veterans who have filled out applications for CCC work and are waiting to be called; also records of veterans who are on relief, and those not receiving relief. Filed alphabetically. 5 x 8 card index, 6 in. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Contact Unit, 1st floor (Bldg. A). (19)

76. DISCHARGED VETERANS FROM CCC, 1932 to date. History record, correspondence and other papers of veterans who have been honorably discharged from CCC camps, including date of enrollment, record at camp, work experience and date of discharge. Filed alphabetically. 5 x 8 card index, 1 ft. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 ft., in 3 drawers of steel filing case. Contact Unit, 1st floor (Bldg. A). (21)

77. MISCELLANEOUS FILE, 1932 to date. Record of veterans who have been dishonorably discharged or veterans refused admission to CCC camps for various reasons such as physically unfit, breaking rules, etc. Filed alphabetically. 5 x 8 card index, 3 ft. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 12 ft., in 6 drawers of steel filing cases. Contact Unit, 1st floor (Bldg. A). (22)

Library

78. DAILY LENDING CARD DESK FILE, Oct. 1930 to date. Including records of books borrowed by employees and patients, showing borrower's name, date loaned and returned, and number of books taken daily. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in drawer of steel filing case. Patients' Library Division, 1st floor (Bldg. A). (125)
79. PATIENTS' LIBRARY FILE, Oct. 1930 to date. Requisitions for books and magazines, correspondence in relation to gifts, books and magazines, correspondence with other libraries in relation to books for the blind, books loaned, reports, and record of patients' library detail work. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Medical Library, 2d floor (Bldg. A). (129)
80. SHELF LIST OF BOOKS, Oct. 1930 to date. Giving authors and titles of books, number of copies of each book on hand and whether fiction or non-fiction. Arranged alphabetically by book titles. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in 2 drawers of wooden filing case. Patient Library Division, 1st floor (Bldg. A). (122)
81. CATALOGUE OF MEDICAL LIBRARY, 1930 to date. Record of all books on the medical library shelves, with authors and titles. Filed alphabetically by authors names. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden filing case. Medical Library, 2d floor (Bldg. A). (127)
82. DAILY REGISTER OF STATISTICS (LIBRARY FACTS), 1930 to date. Record of all books loaned daily non-fiction and fiction, number of patients using the library and amount of time spent in the library. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ loose-leaf books, 2 ft., in drawer of steel filing case. Medical Library, 2d floor (Bldg. A). (130)
83. GENERAL FILE, 1930 to date. Record of all technical and medical matter sent from the librarian to all departments, requisitions for books and magazines, and outside correspondence with other medical libraries. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Medical Library, 2d floor (Bldg. A). (128)
84. LIBRARY CATALOGUE, 1930 to date. Title, author and date of publication of fiction and non-fiction books, and location in library. Filed alphabetically by book titles. (Daily, official.) 3 x 5 cards, 8 ft., in 6 drawers of wooden filing cases. Library Division, 1st floor (Bldg. A). (123)

85. PATIENTS' READING AND LENDING FILE, 1930 to date. Record of persons who borrow books from the library, their ward number, date of admission, date the book is due, author and title of book, and books patient has read. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in 2 drawers of wooden filing case. Library Division, 1st floor (Bldg. A). (124)

86. SHELF LIST, 1930 to date. Record of all books on the medical library shelves, authors and titles of all fiction and non-fiction books, and all medical books that doctors use for reference. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden filing case. Medical Library, 2d floor (Bldg. A). (126)

87. MONTHLY LIBRARY ATTENDANCE REPORT FILE, 1934 to date. Record of patients brought from wards to library to read, showing name of patient, number of ward, and number of hours spent in the library. Filed alphabetically. (Daily, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. Medical Library, 2d floor (Bldg. A). (131)

88. MAGAZINE FILE, Jan. 1936 to date. Name of magazine, publisher's name, month of issue, number copies of each magazine in library. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in wooden desk drawer. Medical Library, 2d floor (Bldg. A). (132)

Mail and Records Unit

89. ACTIVE GUARDIANSHIP FILE, 1917 to date. Section 1, accounts, insurance, Treasury Insurance, funds of veterans, important legal papers, decision awards, and reports of field investigations; Section 2, general correspondence in reference to personal affairs and the death of a veteran. Filed alphabetically. 3 x 5 card index, 4 ft. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 118 ft., in 57 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (121)

90. CLAIM FOLDERS, 1918 to date. Each folder contains four sections: Section A, awards received; Section B, legal documents, birth certificate, marriage certificate, records of adjutant officer, and original application for compensation; Section C, records of medical treatment received, examinations, requests for examination, records of hospitalization, and medical affidavits; Section D, correspondence with central office and veterans' organizations. Filed numerically by claim numbers. 3 x 5 card index, 3 ft. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2,179 ft., in 1,088 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (115)

91. ABSTRACT CARD FILE, 1919 to date. Form 6604, abstract of case folder record, showing date of birth, place of enlistment, place of discharge, rank, serial, organization, compensation number, amount of money received and disability. Filed alphabetically. (Daily, offi-

cial.) 5 x 8 cards, 18 ft. 8 in., in 8 drawers of wooden filing cases. Mail and Records Unit, 2d floor (Bldg. A). (105)

92. ABEYANCE FOLDERS, 1921 - 1929. Letters of inquiry from veterans who wish to file a claim for compensation. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 16 ft., on 8 open wooden shelves. Attic Room, 4th floor (Bldg. A). (223)

93. GENERAL FILE, 1924 to date. Form 380, record of deceased veterans, showing name, rank, register number, indicated compensation, number of children, school age, and amount paid by government for their support. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 ft., in 3 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (110)

94. CHANGE OF ADDRESS FILE, 1927 - 1930. Showing old address, new address and date of change. Filed chronologically. (Rarely, official.) 9 x 12 bundles, 2 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (201)

95. ACTIVE CLINICAL RECORDS, Oct. 1930 to date. Complete clinical history record of each patient, including diagnosis sheets, examinations, laboratory reports, operation reports, treatment and progress record, and correspondence regarding patients. Filed numerically. 3 x 5 card index, 1 ft. (Daily, official.) 8 x 11 folders, 100 ft., in 48 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (119)

96. CLINICAL RECORDS, Oct. 1930 to date. Of discharged patients who occasionally call at the hospital for treatment or to whom medicines are mailed from the hospital. Filed alphabetically. (Daily, official.) 8 x 11 folders, 4 ft., in 2 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (118)

97. ACTIVE PENDING GUARDIANSHIP FILE, 1930 to date. Of veterans waiting for appointment and approval of guardians to take care of the veterans' funds and compensation. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (99)

98. CLINICAL RECORDS MISCELLANEOUS FILE, 1930 to date. Copies of laws passed by Congress, regulations of Veterans' Administration, Decisions by General Hines on Veterans' affairs, census report of the hospital, correspondence, memoranda hospital reports, bed reports, weekly reports of number beds available, reports on investigations of fires, quarrels between patients, service letters, nurses' daily reports, and nurses' clinical reports. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 ft., in 3 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (106)

99. CLOSED GUARDIANSHIP FILE, 1930 to date. Record of veterans who have no more funds left in the hands of guardians and record of veterans who have died and whose guardianship file has become closed. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (100)

100. COPIES OF BUREAU ISSUES FILE, 1930 to date. Administration issues, Comptroller General's decisions, regulation procedures, letters to supply work and administration service letters to employees, Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 ft., in 3 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (116)

101. CORRESPONDENCE FILE, 1930 to date. Correspondence regarding all patients, both in and out, correspondence with Central Office and relief agencies, and veterans' organization. Filed alphabetically. (Daily, official.) 8 x 10 folders, 8 ft., in 4 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (101)

102. EX-CANADIAN FOLDERS, 1930 to date. Record of veterans who served in the British Army and now live in New Jersey, giving personal data, rank during World War, place of enlistment, date and place of discharge, serial number, compensation number, money received, nature of disability, details of treatment, correspondence, and authority to leave the hospital after treatment; they receive treatment by permission of the Veterans' Administration at Washington, and treatment is paid for by the veterans country home. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 10 ft., in 5 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (104)

103. GENERAL CORRESPONDENCE, 1930 to date. With Central Office regarding claims of relatives of deceased veterans, hospitalization and adjusted service certificate. Filed numerically. 3 x 5 card index, 1 ft. 4 in. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 3 ft. 4 in., in drawer of steel filing case. Mail and Records Unit, 2d floor (Bldg. A).

104. GENERAL FILE, 1930 to date. Containing correspondence, semi-annual reports to Washington on file equipment, receipts, bureaus, issues on regulation and procedure. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (117)

105. GUESTS AND CCC PATIENTS' EXAMINATIONS, 1930 to date. Records of medical examinations of CCC boys who were examined in the hospital and out patients who stopped over night at hospital for treatment. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft. in

- drawer of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (109)
106. OFFICERS OF THE DAY FILE, 1930 to date. Doctors' reports on inspection of the hospital, including all divisions and wards of the hospital. Filed chronologically. (Daily, official.) $10\frac{1}{2}$ x 16 loose-leaf books, 2 ft., on top of wooden desk. Mail and Records Unit, 2d floor (Bldg. A). (108)
107. PUBLIC VOUCHERS FOR PURCHASES AND SERVICES OTHER THAN PERSONAL, 1930 to date. Form 10348, vouchers for medicines, doctor's supplies, food, material and equipment. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 40 ft., in 20 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (103)
108. SOCIAL SERVICE MISCELLANEOUS REPORTS, 1930 to date. Correspondence regarding all patients in and out of the hospital and investigations authorized by Central Office, Washington, D. C. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (107)
109. SOCIAL SERVICE OUT-PATIENT REPORTS, 1930 to date. Of investigations on out-patient veterans, their contact with veterans' family and home conditions. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 24 ft., in 12 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (120)
110. TRANSFER CASES FILE, 1930 to date. Form 7216, showing patient, rank, reason for transfer, old and new addresses, status, date entered hospital, and date of transference. Filed alphabetically. (Daily, official.) 5 x 8 cards, 26 ft., in 26 drawers of wooden filing cases. Mail and Records Unit, 2d floor (Bldg. A). (114)
111. INCOMING AND OUTGOING TELEGRAMS, 1932 - 1933. Original incoming telegrams and copies of outgoing telegrams. Filed alphabetically. (Rarely, official.) $5\frac{1}{2}$ x $8\frac{1}{2}$ bundles, 1 ft. 6 in., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (207)
112. WAR-OCCUPATION AND EXPEDITION FILE, 1933 to date. Correspondence with veterans who are inquiring for hospitalization and compensation; claims are filed for any war or expedition in which the veterans took part for the U. S. A; and if veterans have had hospitalization at other hospitals, records are forwarded to this hospital. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 10 ft. 8 in., in 4 drawers of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (113)

113. PATIENTS' REQUISITIONS, 1935 to date. Form 2675, requisitions for luxuries, clothing and other items that patients buy and pay for from their funds. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 16 ft., in 8 drawers of steel filing cases. Mail and Records Unit, 2d floor (Bldg. A). (102)

114. BONUS CORRESPONDENCE, Jan. 1936 to date. With Central Office, Washington, D. C. and veterans' organizations in reference to the bonus payments. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Mail and Records Unit, 2d floor (Bldg. A). (111)

Personnel Unit

115. PERSONNEL FOLDERS, RESIGNED AND SEPARATED, 1921 - 1931. Record of employees who have resigned, retired, and discharged. Filed alphabetically. (Rarely, official.) 8 x $10\frac{1}{2}$ folders, 7 ft. 6 in., on 2 open wooden shelves. Attic Room, 4th floor (Bldg. A). (218)

116. CIVIL SERVICE CORRESPONDENCE, Jan. 1925 - 1935. With the personnel concerning Civil Service appointments and miscellaneous personnel correspondence. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Personnel Unit, 2d floor (Bldg. A). (88)

117. PERSONNEL JOURNAL, 1927 to date. Of persons discharged from the hospital, promotions, changes of status of employees, and weekly reports of personnel department. Filed alphabetically. (Daily, official.) $12\frac{1}{2}$ x 19 loose-leaf books, 1 ft. 9 in., in wooden desk drawer. Personnel Unit, 2d floor (Bldg. A). (98)

118. APPLICATIONS, Oct. 1930 to date. Record of persons applying for non-civil service positions, such as barbers, maids, laundry workers, etc; also requests for transfer to Civil Service jobs. Filed alphabetically. (Daily, official.) 8 x 10 folders, 2 ft., in drawer of steel filing case. Personnel Unit, 2d floor (Bldg. A). (89)

119. APPROVED LEAVE CARDS, Oct. 1930 to date. Of persons employed in the hospital who are approved for an absence or leave. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in 2 drawers of wooden filing case. Personnel Unit, 2d floor (Bldg. A). (94)

120. BLACK LIST CARDS, Oct. 1930 to date. Of persons discharged for lack of ability, intoxication or for any irregularity. Filed alphabetically. (Daily, official.) 3 x 5 cards, 8 ft., in 8 drawers of wooden filing cases. Personnel Unit, 2d floor (Bldg. A). (92)

121. ON DUTY PERSONNEL FILE, Oct. 1930 to date. Showing department classification, and duties. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in Kardex visible file. Personnel Unit, 2d floor (Bldg. A). (96)
122. PERSONNEL FILE, Oct. 1930 to date. Record of all persons employed in the hospital, the services they perform, their classification, resignation, and those who have been discharged. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in Kardex visible file. Personnel Unit, 2d floor (Bldg. A). (95)
123. ACTIVE ON DUTY PERSONNEL FILE, 1930 to date. History of all employees, their general qualifications and a copy of their physical examinations. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 16 ft., in 8 drawers of steel filing cases. Personnel Unit 2d floor (Bldg. A). (84)
124. STATISTICAL REPORT FILE, 1931 - 1932. Reports on the number of examinations, occupation reports, therapy reports, census of the hospital, physiotherapy reports, laboratory reports, social worker's reports, reports on restraint and seclusion of patients, utility reports, motor vehicle reports; and reports on all activities of the hospital. Filed alphabetically. (Daily, official.) 8 x 10 folders, 4 ft., in 2 drawers of steel filing case. Personnel Unit, 2d floor (Bldg. A). (90)
125. DAILY REPORT OF ATTENDANCE, Jan. - Dec. 1933. Form 3205, daily record of attendance of all employees in this section. Filed chronologically. (Rarely, official.) $8\frac{1}{2}$ x 11 bundles, 6 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (209)
126. APPLICATIONS FOR LEAVE, 1933 to date. Records of time taken by hospital employees for sickness or other reasons. Filed alphabetically. (Rarely, official.) 5 x 8 bundles and cards, 8 ft., on 2 wooden shelves. Attic Room, 4th floor (Bldg. A). (219)
127. CHIEF OF NURSE PERSONNEL, Jan. 1, - Dec. 1, 1934. Form 3205, attendance record of all nurses in the hospital with a list of absentees from each ward and division. Filed chronologically. (Rarely, official.) 8 x $10\frac{1}{2}$ bundles, 5 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (220)
128. RESIGNED AND SEPARATED PERSONNEL FILE, Jan. 1934 to date. Record of employees who have resigned from the hospital, those who left the service and those who have been discharged for lack of service, inability, late for duty, and for any irregularity. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 8 ft., in 4 drawers of steel filing case. Personnel Unit, 2d floor (Bldg. A). (85)

129. DESTROYED APPLICATIONS, Jan. 1, 1936 to date. Record of applicants who did not answer the call for the job when sent for, or did not qualify or were not interested in the position. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden filing case. Personnel Unit, 2d floor (Bldg. A). (93)

130. FEE BASIS PHYSICIANS, Jan. 1, 1936 to date. Record of all physicians in the field appointed to attend veterans who are entitled to services. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Personnel Unit, 2d floor (Bldg. A). (87)

131. INDIVIDUAL RECORD OF ABSENCE FILE, Jan. 1, 1936 to date. Of persons on leave of absence or sick leave. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft., in Kardex visible file. Personnel Unit, 2d floor (Bldg. A). (97)

132. MISCELLANEOUS FILE, Jan. 1, 1936 to date. Of appointments, authorization for appointments, percentage added to contact the appointers, Civil Service correspondence, black list of attendants not to be appointed, correspondence on personnel classification, monthly reports of impoundment and waiver of funds, weekly personnel reports, changes of appointment, transferred and resigned employees. Filed alphabetically by subject. (Daily, official.) 8 x 10 folders, 4 ft., in 2 drawers of steel filing case. Personnel Unit, 2d floor (Bldg. A). (86)

133. TIME RECORDS, Jan. 1, 1936 to date. Personnel Form 3205, showing date, names of employees absent or excused, time charged for each, and remarks, used to certify absences of employees. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Personnel Unit, 2d floor (Bldg. A). (91)

Medical Division

Office of the Chief Medical Officer

134. CIVIL SERVICE FILE, Oct. 1930 to date. Correspondence, copies of examinations, qualifications of all Civil Service employees assigned to the hospital; records of the Civil Service Board stationed at the hospital. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Chief Medical Office, 2d floor (Bldg. A). (143)

135. REGULATIONS AND PROCEDURE AND SERVICE LETTERS, Oct. 1930 to date. Regulations and procedures of the hospital, bulletins, circulars, activities of the administration and decisions on various questions. Filed alphabetically by subject. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$

folders, 2 ft., in drawer of steel filing case. Chief Medical Office, 2d floor (Bldg. A). (142)

136. GENERAL FILE, 1931 to date. Correspondence between the chief medical officer and Washington, D. C., reports of the medical divisions, programs of the hospital, lectures, and other miscellaneous reports. Filed by subject. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. Chief Medical Office, 2d floor (Bldg. A). (141)

Office of the Chief Nurse

137. INACTIVE CARD FILE, 1930 to date. Record of patients who have been discharged from the hospital or who have died. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft., in drawer of steel filing case. Chief Nurse, 2d floor (Bldg. A). (57)

138. PATIENTS' LOCATION CARD FILE, 1930 to date. Showing name, home address, hospital ward location, diagnosis register number, date of admission, changes of the patients from one ward to another, and patients' locations in hospital. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel filing case. Chief Nurse, 2d floor (Bldg. A). (58)

Office of the Chief of Out-Patient Service

139. PROSTHETIC APPLICANCE SERVICE CARDS, 1919 to date. Record of veterans who received appliances, such as crutches, artificial legs, arms, eyes, shoes, glasses, etc. Filed alphabetically. (Daily, official.) 5 x 8 cards, 5 ft., in 4 drawers of steel filing case. Chief of Out-Patient Service, 2d floor (Bldg. A). (62)

140. CERTIFICATES OF RECOGNITION, 1925 - 1933. Copies of out-patients identification cards, showing name, rank, address, guardian's name, registration number, and claim number, religion and status; original kept by veteran to identify him when receiving treatment at hospital. Filed alphabetically. (Rarely, official.) 5 x 8 cards and bundles, 7 ft. 6 in., on open wooden shelves. Attic Room, 4th floor (Bldg. A). (216)

141. MONTHLY REPORTS ON SERVICE TO OUT-PATIENTS, 1928 - 1934. Form 2560, showing the number of the claim, treatment for compensation, or pension, examination for government insurance, type of examination, and civil service commission report; report of work done on a fee basis by physicians. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x 10 bundles, 6 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (196)

142. ACTIVE TREATMENTS, 1930 to date. Of cases by the designated doctors throughout the State of New Jersey, his request for authority to treat the patient and the hospital's authorization to render the treatment, out-patient clinical record submitted by physician who rendered the treatment and a record of medicine supplies; record of those in the Bronx, N. Y. and Naval Hospital and rating sheets of out-patients. Filed alphabetically. (Daily, official.) $8\frac{1}{2} \times 11\frac{1}{2}$ folders, 16 ft., in 8 drawers of steel filing cases. Chief of Out-Patient Service, 2d floor (Bldg. A). (64)

143. DISCHARGED PATIENTS', 1930 to date. After their condition is satisfactory. Filed alphabetically. (Daily, official.) 3 x 5 cards, 5 ft., in 4 drawers of steel filing case. Chief of Out-Patient Service, 2d floor (Bldg. A). (59)

144. IN-PATIENT CARDS, 1930 to date. Showing history of the veteran, his enlistment record, rank, hospital status, admission, his relation and guardian rate on staff, diagnosis of his case, and ward location. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Chief of Out-Patient Service, 2d floor (Bldg. A). (66)

145. MEDICINE RECEIVED CARD FILE, 1930 to date. Record of veteran out-patients who have received medicine from the hospital. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Chief of Out-Patient Service, 2d floor (Bldg. A). (65)

146. OUT-PATIENTS FILE, 1930 to date. Record of out-patient veterans who come to the hospital for treatment, record of prosthetic treatment, a copy of rating of disability, and medicine furnished to the out-patient. Filed alphabetically. (Daily, official.) $8\frac{1}{2} \times 11\frac{1}{2}$ folders, 40 ft., in 20 drawers of steel filing cases. Chief of Out-Patient Service, 2d floor (Bldg. A). (63)

147. RECORD OF MEDICINE FURNISHED, 1930 to date. Showing date, type and quantity of medicine furnished, name of attending physician, fee paid, and name of veteran; record of medicine is sent to physicians treating veterans throughout the state. Filed alphabetically by veteran's name. 3 x 5 cards, 1 ft. 4 in., in drawer of wooden filing case. Chief of Out-Patient Service, 2d floor (Bldg. A). (67)

148. WARD REGISTER, 1930 to date. Of patients and wards in which they are located. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden filing case. Chief of Out-Patient Service, 2d floor (Bldg. A). (60)

149. REQUEST FOR PHYSICAL EXAMINATION, Jan. 1, 1936 to date. Form 2507, record of examination requested by veteran and doctor, showing disability, service connected and non-service, veteran's service record, rank and enlistment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 9 ft. 4 in., in 7 drawers of wooden filing cases. Chief of Out-Patient Service, 2d floor (Bldg. A). (61)

Office of the Clinical Clerk

150. EXTRA REPORTS OF EXAMINATIONS OF IN-PATIENTS, 1924 - 1930. Made by physicians. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ bundles, 5 ft., on open wooden shelf. Attic Room, 4th floor (Bldg. A). (213)

151. CLINICAL RECORDS, 1927 - 1930. Received from other hospitals of patients transferred to this hospital. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 50 ft., in 25 wooden boxes. Attic Room, 4th floor (Bldg. A). (224)

152. INACTIVE CLINICAL RECORDS, 1930 - 1936. Record of clinical patients who have died or have been discharged. Filed alphabetically. (Rarely, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 70 ft., on 14 open wooden shelves. Attic Room, 4th floor (Bldg. A). (212)

153. IN-PATIENT HISTORY FILE (ACTIVE AND DISCHARGED), 1930 to date. Medical Form 2593, showing name of veteran, class, compensation number, address, personal history, diagnosis, treatment, result of treatment, disposition of patient, and reason for disposition. Station file copy, filed numerically by compensation number. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Clinical Clerk Division, 2d floor (Bldg. A). (134, 133)

154. PATHOLOGICAL FILE, 1930 to date. Record of diseases and ailments contracted by veterans while not in the service and improvement in condition by treatment at this hospital. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Clinical Clerk Division, 2d floor (Bldg. A). (135)

Office of the Supervisor of Attendance

155. ATTENDANCE FILE, 1930 to date. Record of all employees in the hospital with date of appointment, date of separation, and whether resigned or discharged. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel filing case. Supervisor of Attendance, 2d floor (Bldg. A). (68)

Dental Unit

156. CLINICAL RECORD OF SUPPLIES, 1930 to date. Form 2644a, showing date, requisition number, quantity, item or items, cost and signature of dentist; requisitions for false teeth, plates or dental supplies. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Dental Unit, 1st floor (Bldg. A). (49)

157. DESIGNATED DENTISTS, 1930 to date. Record of veterans receiving dental treatment from dentists appointed by Veterans' Administration, giving name of patient, dates of treatments, nature of treatments and dental fees. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Dental Unit, 1st floor (Bldg. A). (48)

158. GENERAL IN-PATIENT SERVICE FILE, 1930 to date. Record of patients in the hospital who are under dental treatment, persons who have been authorized and are waiting for treatment with a complete history of each case showing work done and work to be done on each patient. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Dental Unit, 1st floor (Bldg. A). (47)

159. GENERAL OUT-PATIENT SERVICE, 1930 to date. Dental vouchers, monthly dental reports and designated dentist, fees paid to the designated dentist, authorization of cases and gold receipts and reports. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Dental Unit, 1st floor (Bldg. A). (46)

160. IN-PATIENT FILE, 1930 to date. Record of patients in the hospital for dental treatment, dental record of patients who were discharged or have died and permanent record of dental treatment. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in 3 drawers of wooden filing case. Dental Unit, 1st floor (Bldg. A). (50)

161. OUT-PATIENT DENTAL TREATMENT FILE, 1930 to date. Showing work completed, work to be done and cost of same. Filed alphabetically. (Daily, official.) 5 x 8 cards, 4 ft., in 3 drawers of wooden filing case. Dental Unit, 1st floor (Bldg. A). (51)

Occupational Therapy Unit

162. CLINICAL RECORDS, 1930 to date. Of patient's physical and mental condition and treatment, staff report on patient, record of leaves and name and address of his nearest relative or guardian. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 4 ft., in 2 drawers of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (255)

163. CLOTHING FILE, 1930 to date. Record of each patient's clothing, date each item is received, discarded and replaced, name of person furnishing the clothing and number of each item on hand. Filed alphabetically. (Daily, official.) 11 3/4 x 18 folders, 2 ft. 6 in., in file box. Occupational Therapy, 1st floor (Bldg. C). (265)

164. CONSOLIDATED MONTHLY REPORT, 1930 to date. Record of forms printed in the print shop and articles made in the Occupational Therapy Shop for government use, such as upholstery, shoe repairs, general repairs and services rendered. Filed alphabetically. (Daily, official.) 8 x 10 1/2 envelopes, 2 ft., in drawer of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (261)

165. GENERAL FILE, 1930 to date. Records and reports of all gifts and donations received from organization and acknowledged by the ward doctor, showing their distribution to various wards and divisions, also records of property signed for, hospital band, Glee Club activities, correspondence concerning outside baseball activities, and recreational activities, correspondence with the Central Office, records of patients' money made and turned in from the Occupational Therapy Shop, Poppy record, audit of Occupational Therapy Department, data on printing in print shop, list of equipment in shop, receipts for articles issued to other departments, debit vouchers, letters on Occupational Therapy requisitions for supplies and station records. Filed alphabetically by subjects. (Daily, official.) 8 1/2 x 11 1/2 folders and bundles, 4 ft., in 2 drawers of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (257, 260)

166. IDLE TRIAL VISIT CARDS, 1930 to date. Record of patients who are not engaged in the Occupational Therapy Shops or activities, due to sickness or mental condition. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in drawer of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (262)

167. MAILING LIST, 1930 to date. Record of various organizations and persons who receive copies of weekly programs of recreational events that are to take place at the hospital. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (263)

168. OCCUPATIONAL THERAPY REPORTS, 1930 to date. Of activities of patients on projects in the Occupational Therapy Department, such as weaving, printing, woodwork, farming, recreation, etc., with reports on their progress. Filed alphabetically. (Daily, official.) 8 1/2 x 11 1/2 folders, 2 ft., in drawer of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (258)

169. PATIENTS' OCCUPATIONAL THERAPY SHOP, REPORT ON SALES, 1930 to date. Of goods produced by patients, showing date of sale and price received on a credit entry opposite the name of each patient. Filed chronologically. (Daily, official.) 8 x 10 bundles, 2 ft., in drawer of steel filing case. Occupational Therapy, 1st floor (Bldg. C). (259)

170. INDIGENT FILE, 1935 to date. Record of patients who have no funds, showing amount of money they receive each month from the Government, amount expended by patient for allowable articles and money on hand, if any. Filed alphabetically. (Daily, official.) 12 x 17 $\frac{3}{4}$ folders, 1 ft., on open wooden shelf. Occupational Therapy, 1st floor (Bldg. C). (266)

171. OCCUPATIONAL THERAPY ROSTER FILE, Jan. 1936 to date. Record of patient's status according to his detail, diagnosis, occupation before hospitalization, present occupational interest, type of tools he can use, sports and hobbies interested in, whether musically inclined, name of attendant in charge where he is working, and under whose jurisdiction, ward and registration number. Filed alphabetically. (Daily, official.) 5 x 8 cards, 10 ft., on Kardex File placed on wall. Occupational Therapy, 1st floor (Bldg. C). (256)

X-ray Unit

172. DAILY REGISTER, 1930 to date. Showing sizes of plates used and number of pictures taken when patients or employees receive X-ray or fluoroscope treatments. Filed chronologically. (Daily, official.) 10 $\frac{1}{2}$ x 15 $\frac{1}{2}$ loose-leaf books, 1 ft. 4 in., on wooden desk. X-ray Unit, 1st floor (Bldg. A). (53)

173. ELECTROCARDIOGRAM INDEX CARDS, 1930 to date. Record of patients who have had an electrocardiogram taken, a test to determine the condition of the heart; white card of patients in the hospital, pink for out-patients and blue for employees. Filed alphabetically. 3 x 5 card index, 1 ft. 4 in. (Daily, official.) 3 x 5 and 8 x 10 $\frac{1}{2}$ cards and envelopes, 9 ft. 8 in., in 3 drawers of steel filing case. X-ray Unit, 1st floor (Bldg. A). (52, 56)

174. ELECTROCARDIOGRAPH REGISTER, 1930 to date. Daily record of number of pictures taken and plates used when patients or employees have electrocardiogram (test of condition of heart) taken. Filed chronologically. (Daily, official.) 8 x 10 $\frac{1}{2}$ loose-leaf books, 1 ft., on wooden desk. X-ray Unit, 1st floor (Bldg. A). (54)

175. X-RAY REPORTS, 1930 to date. Clinical record of X-ray pictures taken, and their interpretation as to fractures. Filed numerically. 3 x 5 card index, 18 ft. 8 in. (Daily, official.) 8 x 10 $\frac{1}{2}$ folders, 30 ft. 8 in., in 16 drawers of steel filing cases. X-ray Unit, 1st floor (Bldg. A). (55)

176. PRESCRIPTIONS, 1930 to date. Issued by doctors to in and out-patients; filled out by the Pharmacy Department. Filed alphabetically by patients' name. (Daily, official.) 4 x 6 bundles, 8 ft., in 4 drawers of wooden filing case. Pharmacy Department, 1st floor (Bldg. A). (45)

Medical and Surgical Ward Records

The following records are found in each of the twelve wards of the hospital: 1-A Receiving Ward, 1-B Continuous Treatment Ward, 1-C Acute Medical and Surgical Ward; 2-A and 2-B Acute Wards; 4 Nurses' Division; 6-A and 6-B, 8-A and 8-B, Continued Treatment Wards; 9-A Infirmary, Acute Medical Ward; and 9-B Tubercular Ward.

177. MONTHLY WEIGHT CHARTS, Oct. 1930 to date. Of daily weight of each person in wards. Filed chronologically. (Daily, official.) 8 x 10 folders, 24 ft., in 12 drawers of steel filing cases. Wards, 1-B, 3d floor, 1-C, 4th floor, 1-A, 2d floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor and 9-B, 2d floor (Bldg. F). (162, 172, 174, 227, 237, 247, 270, 281, 297, 307, 318, and 328)

178. PATIENTS' FUNDS, Oct. 1930 to date. Record of each patient's funds, showing date and amount received, amount withdrawn each week, balance remaining to patient's credit, date and amount returned to patient or relatives when discharged and amount given to relative in case patient died; also record of indigent patients who are receiving money from the government. Filed alphabetically. (Daily, official.) 5 x 7 3/4 vols., 6 ft., in 12 drawers of steel filing cases. Wards, 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (153, 163, 173, 228, 238, 248, 271, 282, 298, 308, 317, and 327)

179. PATIENTS' TRANSFER BOOK, Oct. 1930 to date. Record of transfer of patients from one ward to another with dates and list of personal effects. Filed chronologically. (Daily, official.) 4 x 7 vols., 5 ft. 11 in., in 12 drawers of steel filing cases. Wards, 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (152, 161, 171, 226, 236, 246, 269, 280, 296; 306, 316, and 326)

180. CLINICAL AND OTHER RECORDS, 1930 to date. Doctors and nurses' record of treatment, passes for leave issued when a patient wishes to visit his home, relatives or friends, activity record of patients in the Occupational Therapy Shop, receipt of patient's funds and nurse's progress report on patient. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 48 ft., in 24 drawers of steel filing cases. Wards, 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (151, 160, 170, 225, 235, 245, 268, 279, 295, 305, 315, and 325)

181. CLOTHES MARKING BOOK, 1930 to date. Record of each patient's name and clothing mark which is stamped on all articles of clothing. Filed alphabetically. (Daily, official.) $5 \times 7 \frac{3}{4}$ vols., 5 ft. 11 in., in 12 drawers of steel filing cases. Wards 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor, (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (157, 167, 178, 232, 242, 252, 275, 277, 302, 312, 322, and 332)

182. PATIENTS' CLOTHING FILE, 1930 to date. Giving list of patient's clothing when admitted to hospital, articles discarded and date, new articles received, and clothing in storage. Filed alphabetically. (Daily, official.) $12 \times 17 \frac{3}{4}$ and $8\frac{1}{2}$ x 11 folders, 30 ft., in 12 filing boxes. Wards, 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, 9-B, 2d floor (Bldg. F). (159, 169, 180, 234, 244, 254, 267, 286, 304, 314, 324, and 334)

183. WARD 4 CARD FILE, 1930 to date. Record of every patient in Ward 4, degree of competency, religion, diagnosis, relatives and addresses, date of admission, serial number, registration number, and record of each patient's funds. Filed alphabetically. (Daily, official.) 3×5 cards, 1 ft. 4 in., in drawer of steel filing case. Ward 4, 1st floor (Bldg. C). (264)

184. BULLETINS AND REGULATIONS, Oct. 1933 - 1935. Issued by the Manager and the Veterans' Administration in Washington, D. C., instructions from the ward surgeon, and station memoranda. Filed alphabetically by subject. (Daily, official.) 8×10 folders, 24 ft., in 12 drawers of steel filing cases. Wards 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (155, 165, 176, 230, 240, 250, 273, 284, 300, 310, 320, and 330)

185. GUEST OUT BOOK RECORD, 1933 to date. Of each time a patient leaves the ward, such as transferred to another ward, going home to visit relatives, or visiting friends in other wards, showing time of leaving and time of return. Filed chronologically. (Daily, official.) 5 x 7 3/4 vols., 6 ft. 6 in., in 12 drawers of steel filing cases. Wards, 1-B, 3d floor (Bldg. A); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-B, 2d floor (Bldg. F); Wards, 1-A, 2d floor (Bldg. A); Wards, 4, 1st floor (Bldg. C); Wards, 9-A, 1st floor, (Bldg. F); Wards, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, and 2-B, 2d floor (Bldg. B). (168, 276, 278, 303, 313, 333, 158, 253, 323, 179, 233, and 243)

186. PERSONNEL ATTENDANCE RECORD, Sept. 1934 to date. Of doctors, nurses, attendants, and clerks, showing time by report and the time they leave. Filed chronologically. (Daily, official.) 8 1/2 x 13 3/4 loose-leaf books, 13 ft. 4 in., on top of attendants' desks. Wards, 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards, 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (156, 166, 177, 231, 241, 251, 274, 285, 301, 311, 321, and 331)

187. DAY AND NIGHT RECORDS, 1935 to date. Of all happenings in ward for twenty-four hour period, showing changes in condition of patients, treatments, transfers or discharges of patients, number of patients, in ward and vacancies. Filed chronologically. (Daily, official.) 9 x 13 3/4 loose-leaf books, 12 ft. 9 in., on top of attendants' desks. Wards, 1-A, 2d floor, 1-B, 3d floor, 1-C, 4th floor (Bldg. A); Wards, 2-A, 1st floor, 2-B, 2d floor (Bldg. B); Wards, 4, 1st floor (Bldg. C); Wards, 6-A, 1st floor, 6-B, 2d floor (Bldg. D); Wards, 8-A, 1st floor, 8-B, 2d floor (Bldg. E); Wards 9-A, 1st floor, and 9-B, 2d floor (Bldg. F). (154, 164, 175, 229, 239, 249, 272, 283, 299, 309, 319, and 329)

Social Service Unit

188. SOCIAL SERVICE OUT-PATIENT INVESTIGATIONS, 1926 - 1932. Records of all work and investigations that have been completed on out-patient veterans. Filed alphabetically. (Daily, official.) 5 x 8 cards, 1 ft. 9 in., in drawer of wooden filing case. Social Service Unit, 1st floor (Bldg. A). (9)

189. DISCHARGE AND DEATH FILE, 1930 to date. Of in-patients who have been discharged from the hospital and patients who have died in the hospital. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Social Service Unit, 1st floor (Bldg. A). (5)

190. IN-PATIENT FILE, 1930 to date. Showing name, address, guardian, record of visits received, and number of ward; also out-patients' request for investigation and reference cards of social agencies. Filed alphabetically. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in 2 drawers of wooden filing case. Social Service Unit, 1st floor (Bldg. A). (4)

191. PASSES, CARD FILE, 1930 to date. Of persons who visit the hospital with admission to the ward the veteran is in; also record of number of visitors and their relationship to patient. Filed chronologically. (Daily, official.) 3 x 5 cards, 2 ft. 8 in., in 2 drawers of wooden filing case. Social Service Unit, 1st floor (Bldg. A). (10)

192. ROTARY CARD FILE, 1930 to date. Record of number of visits to patient, person visiting and guardian allotment money for travel expenses to see patient. Filed alphabetically. (Daily, official.) 3 x 5 and 5 x 8 cards, 8 ft., in 2 drawers of steel filing case and 4 drawers of wooden filing case. Social Service Unit, 1st floor (Bldg. A). (12)

193. VENEREAL DISEASE CASES, 1930 to date. Record of veterans who are treated for venereal diseases and discharged after they have recovered. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Social Service Unit, 1st floor (Bldg. A). (7)

194. DISCHARGE FILE, 1932 to date. Of veterans who were investigated by social service department and have been discharged from the hospital. Filed alphabetically. (Daily, official.) 5 x 8 cards, 3 ft., on Rotary File. Social Service Unit, 1st floor (Bldg. A). (11)

195. SOCIAL SERVICE INACTIVE FILE, 1932 to date. Of investigations completed and work done by the social investigator. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Social Service Unit, 1st floor (Bldg. A). (8)

196. REQUESTS FOR INVESTIGATIONS, Apr. 1936 to date. Record of investigations on out-patients by field worker, Veterans' investigations by the psychiatrist, history and claims investigations, requested investigations from the adjudication department and a diary file for later investigations. Filed alphabetically. (Daily, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of steel filing case. Social Service Unit, 1st floor (Bldg. A). (6)

letters and schedules of disbursement. Filed alphabetically by subject. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 88 ft., in 44 drawers of steel filing cases. Supply Division, 2d floor (Bldg. A). (144)

204. GENERAL FILE, INACTIVE, July 1, 1934 - July 1, 1935. Bills of lading, requisitions, proposals, contracts, office requisitions, memoranda, and correspondence. Filed by subjects. (Rarely, official.) $8\frac{3}{4}$ x $11\frac{3}{4}$ folders, 27 ft., on 7 open wooden shelves. Attic Room, 4th floor (Bldg. A). (181)

205. ADJUSTMENT LEDGER, Jan. 1, 1936 to date. Of pay ratings of veterans showing old rating, new rating and reason for increase or decrease. Filed alphabetically. (Daily, official.) $14\frac{1}{2}$ x $17\frac{3}{4}$ loose-leaf books, 1 ft. 6 in., on top of wooden desk. Supply Division, 2d floor (Bldg. A). (149)

Clothing Unit

206. IN-PATIENTS' CLOTHING REQUISITIONS, 1930 - July 1935. Requisitions for all clothing issued from the supply room such as, suits, underwear, shoes, stockings and other clothing needed for patients. Filed numerically. (Rarely, official.) 8 x 11 bundles, 21 ft., on 5 open wooden shelves. Attic Room, 4th floor (Bldg. A). (182)

207. BAGGAGE CARD FILE, 1930 to date. Record of all baggage received and sent out for patients with patient's name, register number, ward location, dates and detailed description of each item received and sent. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of wooden filing case. Clothing Unit, basement (Bldg. D). (290)

208. INVENTORY OF PERSONAL PROPERTY, 1930 to date. Envelopes containing valuables deposited in hospital safe by patients with following information on outside of envelope, name, ward location, register number, receipt number, dates and articles deposited and withdrawn. Filed alphabetically. (Daily, official.) $7\frac{1}{2}$ x $10\frac{1}{2}$ envelopes, 9 ft., in 3 steel safes. Clothing Unit, basement (Bldg. D). (294)

209. PATIENTS' FILE, 1930 to date. Used to locate patients when articles are received for them, showing name, home address, ward location, register number, date of admission. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 ft., in 4 drawers of wooden filing case. Clothing Unit, basement (Bldg. D). (287)

210. PATIENTS INDIVIDUAL CLOTHES RECORD, 1930 to date. Also Indigent Patients' requisitions for clothes and records of donations of clothing from various organizations. Filed alphabetically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 32 ft., in 16 drawers of wooden filing case. Clothing Unit, basement (Bldg. D). (288)

211. PATIENTS' MEASUREMENTS FILE, 1930 to date. Record of the sizes of all items of clothing worn by each patient and patients measurements for made to order clothing. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Clothing Unit, basement (Bldg. D). (291)

212. PATIENTS' VALUABLES AND MISCELLANEOUS RECORDS, 1930 to date. VA Medical Form 2636a, showing name, ward location, register number, receipt numbers, dates and list of articles deposited and articles withdrawn of valuables in hospital safe. Filed alphabetically. (Daily, official.) 5 x 8 cards, 2 ft. 8 in., in 2 drawers of steel filing case. Clothing Unit, basement (Bldg. D). (289)

213. DAILY ENTRY OF INCOMING PACKAGES, Mar. 1934 to date. Showing date, time of delivery, description of package, name and location of addressee, and name and address of sender. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $14\frac{1}{2}$ loose-leaf books, 1 ft. 4 in., on top of wooden desk. Clothing Unit, basement (Bldg. D). (293)

214. EXPENDITURES SCHEDULE AND PURCHASE ORDERS, July 1, 1935 to date. VA Medical Form 2696, showing date, order number, quantity and description of items, unit price, total price, name, ward location of patient and charged to patient's account. Filed numerically. (Daily, official.) 8 x 10 bundles, 2 ft., in 1 drawer of steel filing case. Clothing Unit, basement (Bldg. D). (292)

Utility Division

215. CASH BOOK, 1930 to date. Of money allotted each quarter to this division, balance from different allotments, and expenses for maintenance and repairs. Filed chronologically. (Daily, official.) 8 x $10\frac{1}{2}$ loose-leaf books, 1 ft., in wooden desk drawer. Utility Division, 2d floor (Bldg. A). (138)

216. GENERAL CORRESPONDENCE, 1930 to date. Regarding gardening, farm, garage, laundry, miscellaneous labor, guards, power plant, supplies, motor vehicles, and construction. Filed alphabetically by subject. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 6 ft., in 3 drawers of steel filing case. Utility Division, 2d floor (Bldg. A). (140)

217. JOURNAL REQUISITION ORDER, 1930 to date. Allotments made to different divisions in hospital, date of receiving allotment from warehouse and firms furnishing supplies, amount of order, nature of supplies requisitioned, purpose for which to be used and purchase order number. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x 14 loose-leaf books, 1 ft. 4 in., in wooden desk drawer. Utility Division, 2d floor (Bldg. A). (137)

218. MAINTENANCE AND REPAIR REQUESTS, 1930 to date. For funds from Washington for projects covering maintenance and repair of this hospital and all necessary items needed in the upkeep of the hospital. Filed chronologically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Utility Division, 2d floor (Bldg. A). (139)

219. UTILITY REQUISITIONS, Jan. 1, 1936 to date. Showing requisition number, date, quantity, description of items, unit cost, total cost, requisitions for material and supplies. Filed numerically. (Daily, official.) $8\frac{1}{2}$ x $11\frac{1}{2}$ folders, 2 ft., in drawer of steel filing case. Utility Division, 2d floor (Bldg. A). (136)

OTHER PUBLICATIONS OF THE NEW JERSEY HISTORICAL RECORDS SURVEY PROJECT

Inventory of Federal Archives in New Jersey:

- Series 3 The Department of the Treasury
- Series 4 The Department of War
- Series 7 The Department of the Navy
- Series 9 The Department of Agriculture

Inventory of the County Archives of New Jersey:

- VOLUME 2 Bergen County
- VOLUME 14 Morris County
- VOLUME 16 Passaic County

Transcription of Early County Records of New Jersey:

Gloucester County Series:

- Slave Documents
- Revolutionary War Documents

Inventory of the Municipal Archives of New Jersey:

- VOLUME 14 Morris County; Number 38, Wharton

Inventory of the Church Archives of New Jersey:

- Baptist Bodies
- Baptist Bodies: Seventh Day Baptist Supplement
- Protestant Episcopal
- Salvation Army, Jersey City
- Unitarian Church

Directory of New Jersey Churches:

- VOLUME XI Mercer County
- VOLUME XIV Morris County
- VOLUME XIX Sussex County

Calendars of Manuscript Collections in New Jersey:

- Calendar of the N. J. State Library Manuscript Collection
- Preliminary Volume: The Stevens Family Papers

