

INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by

The Survey of Federal Archives
Division of Community Service Programs
Work Projects Administration

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SERIES VIII. DEPARTMENT OF THE INTERIOR

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Columbus, Ohio
The Historical Records Survey
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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 has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of that Administration and of the Work Projects Administration and a group of state or local projects of that Administration.

The plan for the organization of the Inventory is as follows: Series I consists of reports on the administration of the Survey, 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 Ohio the work of the Survey was under the direction of Dr. William D. Overman with Mr. William M. Verross as his assistant until February 15, 1937. At that time Mr. Verross became Director and served until February 1938. The project has since been under the technical direction of the Historical Records Survey with Mr. William H. Dorn as supervising clerk. This Inventory of the records of the Department of the Interior was prepared in the Columbus office of the Survey and was edited before final typing by Mr. Kenneth Munden, Junior Archives Assistant, Division of Interior Department Archives of the National Archives. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Columbus, Ohio
May 9, 1941

Lillian Kessler, State Director
Historical Records Survey
in Ohio

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THE GEOLOGICAL SURVEY

COLUMBUS

WATER RESOURCES BRANCH
DIVISION OF SURFACE WATER
EXPERIMENT STATION

Engineering Experiment Station Bldg., Ohio State University

The Water Resources Branch of the Geological Survey established the Ohio Experiment Station at Columbus in July 1921. This office operates directly under the Division of Surface Water and is concerned primarily with the scientific study of surface water in Ohio. Its records are all technically related to these activities, consisting, for the most part, of charts, maps, graphs, and scientific data relating to surface water. From 1921 until 1925 the office was located in Orton Hall on the campus of the Ohio State University. Since 1925 it has been situated in the Engineering Experiment Station Bldg.

1. RECORDER CHARTS, 1914 to date. Record by six-month periods of hourly rise and fall of rivers; recorded by automatic recorders. (Frequently, official.) 10 x 36 $\frac{1}{2}$ bundles, 32 ft., in 16 drawers of steel filing case. R. 404. (1957)

2. GAUGE HEIGHT BOOKS, 1915 to date. Form 9-175, record of gauge readings. (Frequently, official.) 3 $\frac{3}{4}$ x 6 bundles, 33 ft. 8 in., in 25 drawers of wooden filing case. R. 404. (1944)

3. BENCH MARK, 1921 to date. Records of known elevation above sea level. (Daily, official.) 5 x 8 bundle, 1 in., in drawer of wooden filing case. R. 404. (1954)

4. CLERK'S FILE, 1921 to date. Forms CA-1, notice of injury; CA-2, report of injury; CA-3, report of termination of disability; CA-5, claim for compensation in case of death; CA-6, claim for payment; CA-16, request for treatment of injury; 9-214C, project progress report; and 9-206C, comparison of meter ratings. (Daily, official.) 8 $\frac{1}{2}$ x 14 folders, 4 ft., in 2 drawers of steel filing case. R. 404. (1942)

5. INDEX FILE, 1921 to date. Alphabetically indexed cards to drainage area, gauging and observers, and property. (Daily, official.) 3 x 5 and 4 x 6 cards, 10 in., in 2 drawers of wooden card cabinet. R. 404. (1941)

6. METER RATING TABLE, 1921 to date. Form 9-206, table for computing measurements. (Daily, official.) 5 x 8 cards, 9 in., in wooden card cabinet. R. 404. (1946)

7. PHOTOGRAPHS OF STATIONS, 1921 to date. Of all the experiment stations of the State. (Daily, official.) 3 $\frac{1}{2}$ x 6 cards, 1 ft. 6 in., in wooden card cabinet. R. 404. (1958)

8. PLANS AND BLUEPRINTS, 1921 to date. Plans of cable anchorages, cable towers, controls, gauging cars, house and well, and other miscellaneous plans. Memphis Power Boom, reels and booms, sounding weights, and wire weight gauge. (Daily, official.) 36 x 40 and 16 x 20 bundles, 3 ft., in 10 drawers of wooden filing case. R. 404.

9. RECORD OF ACCOUNTS, Dec. 1921 to date. Forms 33, 36, 136, 006, contracts; 9-273, ledger sheets; 9-216, cost keeping sheets; 9-272, charge sheets; 9-214D, 9-214, 9-214C, 971, monthly reports; and paid bills from miscellaneous companies. (Daily, official.) 9½ x 11 folders, 8 ft., in 4 drawers of wooden filing case. R. 404. (1955)

10. RECORD OF DISCHARGE MEASUREMENTS, 1921 to date. Forms 9-275 and 9-275C, measurement of flow of water, velocity, height, and discharges. (Daily, official.) 5 x 8 cards, 26 ft. 8 in., in drawer of wooden filing case. R. 404. (1947)

11. RECORD OF LEVEL NOTES, 1921 to date. Form 9-276, notes pertaining to running levels for setting bench marks. (Daily, official.) 5 x 8 cards, 1 ft. 4 in., in 2 drawers of wooden filing case. R. 404. (1956)

12. RECORD OF RECORDER REPORTS, 1921 to date. Form 9-176D, engineer's inspection of recorders. (Daily, official.) 5 x 8 cards, 4 ft. 6 in., in 4 drawers of wooden filing case. R. 404. (1951)

13. STREAM FLOW DATA AND BLUEPRINTS, 1921 to date. SG forms 9-207, 9-210, and 9-192A, record of gauge, height, and discharge of stream as recorded from observer and recorder readings. (Daily, official.) 8½ x 11 and 11 x 16 folders, 12 ft., in 7 drawers of wooden filing case. R. 404. (1943)

14. TECHNICAL FILE, 1921 to date. Pertaining to cable saddle and blueprints, cable wires, chain gauge, concrete house and well, clock oil test, codex charts (blueprint form 4118), concrete anchorages, conference (district engineer), construction equipment, construction cost, equipment cost, control plans, controls computation, controls rating, current meters, dams, developed water power in U.S., discharge integrator, doors and windows, drainage areas, drought reports, duration curves, electric power and fuel consumption, equipment data, flood reports, gauging cards, gauging stations, ground water, hydraulic research projects, lock leakage, meter cable, water policies, and directions for the use of cardean blasting instructions. (Daily, official.) 8½ x 11 folders, 5 ft., in 2 drawers of wooden filing case. R. 404. (1960)

15. OFFICIAL CORRESPONDENCE, 1925 to date. Correspondence with Washington office (through Chief Hydraulic Engineer) and with State and county offices, Federal bureaus, and outside parties requesting data regarding agreements and contracts, co-operating parties, control, division of accounts, equipment, finance, flood reports, memoranda, meters, personnel records, general, and supplies. (Daily, official.) 8½ x 11 folders, 12 ft., in 6 drawers of wooden filing case. R. 404. (1952)

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16. OBSERVERS' CORRESPONDENCE, 1928 to date. Correspondence with men stationed in the field. (Daily, official.) $8\frac{1}{2}$ x 11 folders, 4 in., in drawer of wooden filing case. R. 404. (1948)

17. STATE EXPENSE REPORT, 1930 - 1933. (Never.) 3 x 6 folders, 1 in., in drawer of wooden filing case. R. 404. (1959)

18. RECORDER REPORT CARDS, 1933 to date. Form 9-1760, record of gauge at recorders. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of wooden filing case. R. 404. (1953)

19. RECORD OF STATION REPAIRS, 1934 to date. (Daily, official.) 5 x 8 cards, 3 in., in drawer of wooden filing case. R. 404. (1945)

20. GAUGE HEIGHT CARDS, 1935 to date. Form 9-176, record of gauge readings. (Daily, official.) $3\frac{1}{2}$ x 6 cards, 2 ft., in 4 drawers of wooden filing case. R. 404. (1949)

THE NATIONAL PARK SERVICE

THE NATIONAL PARK SERVICE

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COLUMBUS

BRANCH OF PLANNING AND STATE COOPERATION
PROCUREMENT OFFICE

Ohio Departments of State Bldg., Front St.

The Ohio Procurement Office of the Branch of Planning and State Cooperation under the National Park Service was established at Columbus in 1933. Its primary purpose is to procure equipment and supplies used by the CCC camps under the direction of the National Park Service in Ohio in cooperation with the administrators of state parks. This office has been continuously located in the building which it now occupies and none of its records has been lost or destroyed.

21. CORRESPONDENCE PERTAINING TO CONTRACTS, 1933 - Mar. 31, 1936. Correspondence relating to purchase of materials costing over \$100.00, and to telephone service. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 713-A. (4351)

22. GENERAL CONTRACTS FILE, Apr. 1933 to date. Approved contracts. Arranged numerically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 713-A. (4353)

23. GENERAL PERSONNEL FILE, 1933 to date. Pertaining to caretakers, movie operators, leave of absence, general pay roll, addresses of park authorities, and personnel classification. Filed alphabetically. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 713-A. (4352)

24. OFFICIAL CORRESPONDENCE, 1933 - Mar. 31, 1935. Correspondence pertaining to abandoned camps, inventory of tools, project summaries, leave records, encumbrance records, contracts, and transfer of property for 1st, 2d, 3d, and 4th periods; also correspondence with regional office and Washington. (Frequently, official.) 9 x 15 folders, 2 ft., in cardboard transfer case. R. 713-A. (4357)

25. SUPERVISORY AND FACILITATING PERSONNEL FILE, 1933 to date. General correspondence pertaining to camps, appointment papers, and records of supervisory and facilitating personnel. (Daily, official.) 8½ x 11 folders, 4 ft., in 2 drawers of steel filing case. R. 713-A. (4359)

26. TOOL BOOKS, 1933 to date. Form 10-191, cost data on trucks, light equipment, heavy equipment, and tools; also data on their purchase, transfer, and condemnation. (Daily, official.) 5 x 12 loose-leaf books, 2 ft., in steel filing box. R. 713-A. (4364)

27. GENERAL ACCOUNTS FILE FOR ALL CCC CAMPS AND OHIO PROCUREMENT OFFICE, Nov. 1933 to date. Forms SPE-1, encumbrance record; ECW 10-1,

purchase orders; 1012 and 1012-A, travel vouchers; 1013-D and 1013-E, payrolls and allotment advice; and 1058, 1058-A, and 1059, bills of lading. (Daily, official.) 8½ x 11 Acco binders; 8 ft., in 4 drawers of steel filing case. R. 713-A. (4366, 4365, 4347)

28. PROCUREMENT CORRESPONDENCE, Apr. 1935 - Mar. 1936. Correspondence with camps on supplies, records, inventory of tools, and equipment for 5th and 6th procurement period. (Frequently, official.) 9 x 15 folders, 2 ft., in cardboard transfer case. R. 713-A. (4358)

29. SUMMARY COST BOOK, Apr. 1935 to date. Accumulated cost data taken from special CCC project cost books of the Ohio state park camps. (Daily, official.) 12 x 15 vol., 6 in., in drawer of desk and on table. R. 713-A. (4363, 4362)

30. GENERAL FILE ON CAMP 23, July 1935 - Oct. 1935. Payrolls, personnel; general correspondence; allotment advice; memoranda, equipment, contracts. Filed alphabetically. (Frequently, official.) 8½ x 11 folders and envelopes, 2 ft., in cardboard transfer case. R. 713-A. (4354)

31. PROJECT COST BOOKS, Oct. 1935 to date. Data on project costs of supplies, tools, supervisors, gas and oil, maintenance, skilled labor, project equipment, project materials, and miscellaneous items. (Daily, official.) 8 x 12 vols., 4 in., on desk and table. R. 713-A. (4360, 4361)

32. ECW PROJECT FILE OF ABANDONED CCC CAMPS, Oct. 1935 - Apr. 1936. Form 101267, camp applications and allotment advices. (Daily, official.) 8½ x 11 folders, 2 ft., in drawer of steel filing case. R. 713-A. (4348)

33. ECW PROJECT FILE, Oct. 1935 to date. Form A4-2, record of materials, equipment, and skilled labor used during 6th and 7th procurement periods. (Daily, official.) 8½ x 11 folders, 3 ft., in 2 drawers of steel filing case. R. 713-A. (4355)

34. GENERAL FILE ON CAMPS 5 - 22, Jan. 1936 to date. Correspondence with regions, districts, Washington, and fiscal Supervisor pertaining to equipment, tools, finance, gasoline, supplies, tax exemptions, and government contracts. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 713-A. (4349)

35. REQUISITION FOR MATERIAL, TOOLS, EQUIPMENT, OR SUPPLIES, Feb. 1936 to date. ECW Special Form R-1, showing quantity, project number, cost, and vendor's name. Filed by camp number. (Daily, official.) 9 x 15 folders, 2 ft., in cardboard transfer case. R. 713-A. (4356)

36. OHIO STATE PARK CAMPS, FUND 1681, Apr. 1936 to date. Requisitions paid and unpaid, purchase orders, and bills of lading. (Daily, official.) 9 x 15 folders, 2 ft., in drawer of steel filing case. R. 713-A. (4350)