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# About the National Archives

**The National Archives and Records Administration (NARA) is the nation's record keeper. Of all the documents and materials created in the course of business conducted by the United States Federal government, only 1%–3% are determined permanently valuable. Those valuable records are preserved and are available to you, whether you want to see if they contain clues about your family's history, need to prove a veteran's military service, or are researching an historical topic that interests you.**



**KNOW YOUR RECORDS**  
National Archives and Records Administration



**KNOW YOUR RECORDS**  
National Archives and Records Administration

**THE KNOW YOUR RECORDS PROGRAM** consists of free events with up-to-date information about our holdings. Events offer opportunities for you to learn about the National Archives' records through ongoing lectures, monthly genealogy programs, and the annual genealogy fair. Additional resources include online reference reports for genealogical research, and the newsletter *Researcher News*.



April 11, 2016



KNOW YOUR RECORDS  
National Archives and Records Administration

***Diets, Textiles, and Electricity:  
Records that Impacted the Domestic Lives of Americans***

**Pamela Anderson**

Join archivist Pamela Anderson as she highlights records available through the National Archives at Kansas City, including those that impacted or improved the domestic lives of American citizens.



# Presenter's Biography



KNOW YOUR RECORDS  
National Archives and Records Administration



**Pamela  
Anderson**

Archivist  
National Archives  
at Kansas City

Pamela Anderson joined the National Archives at Kansas City as an Archivist in 2010. She spends the majority of her time working at the National Archives' underground facility in Lee's Summit, MO where she provides a full range of reference services for the archival records stored there. Pam also performs records description, finding aid creation, accessioning, and preservation tasks. Prior to joining the National Archives, Pam held positions at the Center for Army Lessons Learned (CALL) at Fort Leavenworth, KS, the Harley-Davidson Corporate Archives in Milwaukee, Wisconsin and the SC Johnson Corporate Archives in Racine, Wisconsin. Pam has a B.A. in History from Wartburg College in Waverly, Iowa and a M.A. in History, Specialization in Public History, and Certificate in Museum Studies from the University of Wisconsin-Milwaukee.

# Diets, Textiles, and Electricity: Records that Impacted the Domestic Lives of Americans

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PAMELA ANDERSON, ARCHIVIST

NATIONAL ARCHIVES AT KANSAS CITY

# Objectives

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- ❖ Introduction to the National Archives at Kansas City
- ❖ Highlight records of government agencies that worked to improve American's domestic lives
- ❖ Learn how to request these records



# National Archives at Kansas City

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- ❖ Four locations:
  - ❖ Public location near downtown Kansas City, MO
  - ❖ Three underground locations
    - ❖ North Kansas City, MO
    - ❖ Lee's Summit, MO
    - ❖ Lenexa, KS
- ❖ Records of the Central-Plains Region (Iowa, Nebraska, Missouri, Kansas, Minnesota, North Dakota, South Dakota)
- ❖ Also store records from across the country
- ❖ Currently maintain almost 500,000 cubic feet of records with room for more



# Bureau of Human Nutrition and Home Economics

(Record Group 176)

- ❖ Records of the central office of the agency
- ❖ Location:
  - ❖ Textual Records: National Archives at Kansas City
  - ❖ Photographic Materials: National Archives at College Park
- ❖ Dates covered: 1915-1954
  - ❖ Bulk of records cover: 1917-1941
- ❖ Approximately 937 cubic feet

**A Modern Washer**  
*for Homes with or without Electricity*

The motor truck, the tractor, the cream separator and other labor saving equipment have invaded the farm, shortening the hours of labor, solving the help problem and lowering the cost of production, but in many cases the farm wife has been the last to receive consideration in this new order of things. She goes on as before with the same old equipment and the same long hours.

The most irksome task the farmwife has to do is the big weekly washing. With the Maytag Multi-Motor Washer she can do the washing the quick, easy, modern way, whether she has electricity in the house or not.

**Maytag**  
*Aluminum Washer*  
*with Gasoline Multi-Motor*

The only difference between the electrically powered Maytag washer and the gasoline powered Maytag washer is in the power itself. The gasoline Maytag Multi-Motor is an exclusive Maytag feature. It is in-built—a part of the washer—no outside belts to line up, no help from the men folks needed to set it going. A thrust of the foot lever starts it and it does a big washing with a few cents worth of gasoline.

But that is not the only advantage possessed by the Maytag Aluminum Washer. It holds world leadership both in the city and on the farm. Nearly half the washers being sold are Maytags, and they are sold by washing, not talking. You decide only after a free trial washing in your own home.

Turn the page and learn why the Maytag washes so much faster, cleaner and easier.

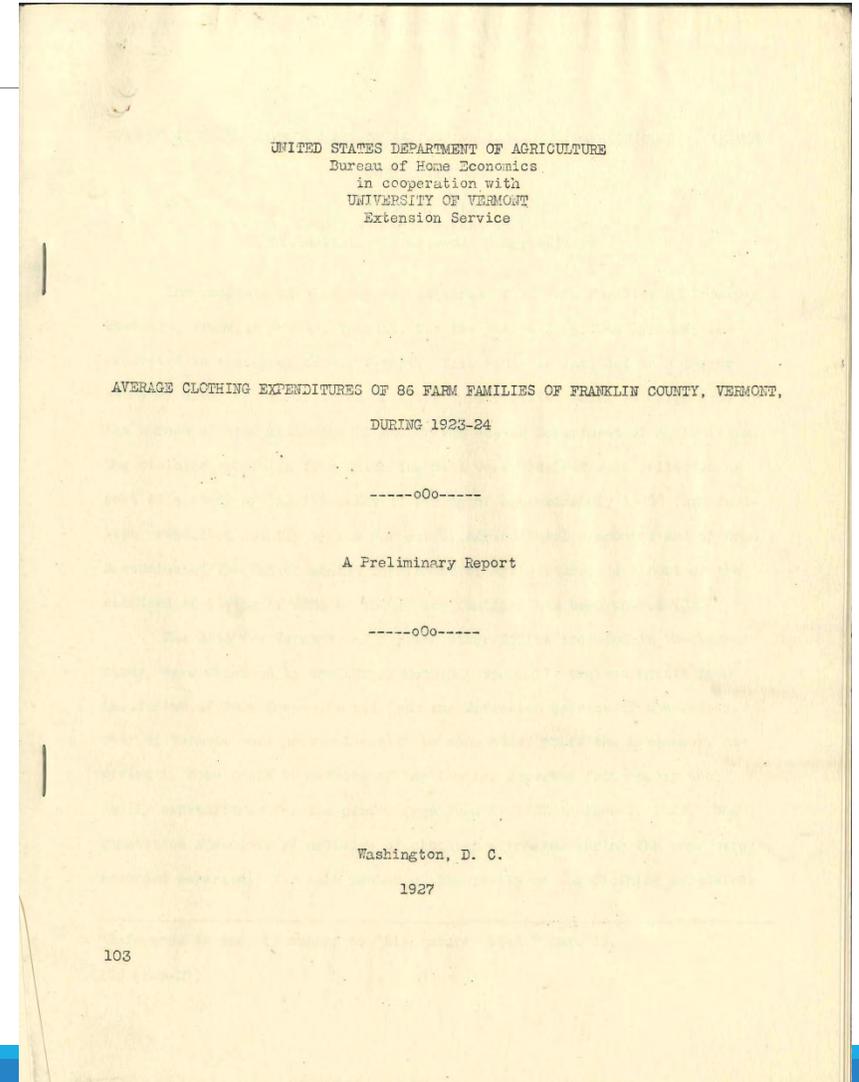
*Manufactured By*  
**THE MAYTAG COMPANY**  
Newton, Iowa.

**A New Washday on the Farm**

# Primary Functions

(Record Group 176)

- ❖ Conducted research on
  - ❖ Nutritional values of food, in addition to creating new recipes, and educated the public on healthy eating.
  - ❖ Textiles and clothing
  - ❖ Use of income and household buying
  - ❖ Household management and equipment
- ❖ Produced publications on the conservation of food and clothing



# Studies & Surveys

UNITED STATES DEPARTMENT OF AGRICULTURE  
Bureau of Home Economics, Washington, D. C.

SUMMARY OF WEEK'S TIME RECORD Page 1  
(Not for publication)

Name Mrs. Pearl Wray Address Premont,  
Date of record June 10 - 16, 1924 Newaygo County, Mich.

TIME SPENT IN ALL ACTIVITIES BY HOMEMAKER

ACTIVITIES	TOTAL FOR WEEK		DAILY AVERAGE	
	Hrs.	Min.	Hrs.	Min.
<b>WORK</b>	<b>62</b>	<b>-</b>	<b>8</b>	<b>51</b>
Homemaking (For details see page 2)	30	40	4	25
Farm work	31	20	4	26
Gardening and fruit growing	21	05		
Poultry	3	45		52
Dairy work	3	30		50
Livestock				
Field crops				
Farm management				
Other farm work	3	-		
Going and returning				
Other work				
<b>CARE OF SELF</b>	<b>76</b>	<b>55</b>	<b>10</b>	<b>56</b>
Sleep and rest - night	56	-	8	-
- day	8	10	1	10
Eating - breakfast	3	05		27
- dinner	2	50		24
- supper or lunch	1	55		16
- other				
Care of person	4	55		39
Other care of self				
Going and returning				
<b>LEISURE</b>	<b>25</b>	<b>50</b>	<b>3</b>	<b>59</b>
Reading	3	10		
Meetings and study	6	50		
Work for organizations				
Care of persons not members of household				
Listening over radio				
Informal social life	6	25		
Social affairs and entertainments				
Outings and sport				
Other leisure	3	50		
Going and returning	5	15		
<b>OTHER</b>	<b>3</b>	<b>55</b>	<b>54</b>	
<b>TOTAL TIME</b>	<b>168</b>	<b>-</b>	<b>24</b>	<b>-</b>

105 (3-28-27)

- ❖ Consumer Purchase Study Records, 1935-1937 (National Archives Identifier: 4723877)
- ❖ War Emergency Food Survey, 1917-1919 (National Archives Identifier: 16962784)
- ❖ Records of a Study of Women Living in Towns and on Farms, 1926-1927 (National Archives Identifier: 4723734)
- ❖ Studies of Employer-Employee Relationships, ca. 1928-ca. 1933 (National Archives Identifier: 16624846)
- ❖ Farm Home Surveys and Related Records, ca. 1915-ca. 1922 (National Archives Identifier: 16624933)
- ❖ Records Relating to the Use of Time on Farms Study, ca. 1925-ca. 1930 (National Archives Identifier: 16623983)

F 69942 (EXP. acc) EL. 1944

I YEAR COVERED BY SCHEDULE
BUREAU OF HOME ECONOMICS
Twelve months beginning... 1935
and ending... 1936

II FAMILY AND HOUSEHOLD COMPOSITION
During schedule year

Table with columns A, B, C, D, E for family and household composition.

Members of economic family (all persons sharing family income, including those temporarily away from home)

1. Husband
2. Wife
Other members of family (give relationship)

3.
4.
5.
6.
7.
8.
9.
10.

If any member of family died during schedule year, circle number in front of name.

Other persons living in home for one or more weeks during schedule year

Table with columns A, B, C for other persons living in home.

11. Sons and daughters boarding and rooming at home (specify age and sex)

12. Other roomers with board

13. Roomers without board

14. Boarders without room

15. Tourists and transients

16. Guests (overnight or longer)

17. Paid help living in home

18. Change in value

U. S. DEPARTMENT OF AGRICULTURE
BUREAU OF HOME ECONOMICS
IN COOPERATION WITH
NATIONAL RESOURCES COMMITTEE
WORKS PROGRESS ADMINISTRATION
AND
DEPARTMENT OF LABOR
WASHINGTON

STUDY OF CONSUMER PURCHASES
A FEDERAL WORKS PROJECT
FAMILY SCHEDULE-FARM

CONFIDENTIAL-The information reported in this schedule is strictly confidential. Giving it is voluntary. It will not be seen by any except those agents of the cooperating agencies and will not be available for taxation purposes.

III GROSS MONEY INCOME FROM FARMING
during schedule year

- 1. Money received from sales of:
Wheat
2. Other grains
3. Vegetables
4. Fruits, grapes, berries, nuts
5. Tobacco
6. Cotton, cottonseed
7. Dairy products (milk, cream, butter-fat, cheese)
8. Poultry (eggs, chickens, turkeys, ducks, geese)
9. Livestock (cattle, calves, hogs, sheep, wool)
10. Other products

11. Money received from other sources
A. A. A. benefit and rental payments (specify product by line number shown above)
12. Other farm income
13. TOTAL

Type of Farm-Circle line number of main product of farm. If general farm, circle line numbers of main products.

Number in economic family
Code No.
Family schedule No.
Inc.
Exp.
Clr.
Agent
Date of interview
M. C. D.
State

IV. FARM EXPENSES during schedule year

- 1. Hired labor for farm
2. Livestock purchased for resale or replacement
3. Feed, hay, straw
4. Fertilizer, spraying material
5. Seeds, plants, trees
6. Machinery, tools (repairs, replacements)
7. Gasoline, oil, tires, etc., for farm production
8. Repairs on farm buildings and fences
9. Taxes and insurance on farm property
10. Interest and refinancing charges on farm mortgage
11. Rent for land and buildings
12. Other farm expenses
13. TOTAL

V. SIZE, TENURE, AND VALUE OF FARM(S) operated during schedule year

- 1. Total acres in farm(s) operated
2. Acres owned
3. Acres cash rented
4. Acres share rented
5. If share rented, does owner furnish all of the work animals; a. Yes b. No
6. Value of farm(s) (land and buildings)
7. Value of family's dwelling

8-588

V. HOUSEHOLD OPERATION

Table with columns A, B, C, D for household operation.

1. Coal purchased:
Winter (DJF)
Fall (SON)
Summer (JJA)
Spring (MAM)
TOTAL

2. Coke, briquettes
3. Wood and kindling
4. Kerosene for fuel and light
5. Gasoline for fuel and light
6. Fuel oil

7. Electricity (purchased)
8. Gas
9. Ice (purchased)
10. TOTAL (1-9)

11. Money value of fuel and ice obtained without direct money payment

PAID HOUSEHOLD HELP

12. By hour
13. By day
14. By week
15. By month

16. Aprons furnished and other gifts to paid help
17. TOTAL (12-16)

18. Living quarters furnished to:
a. Help paid by hour
b. Help paid by day
c. Help paid by week
d. Help paid by month

OTHER HOUSEHOLD OPERATION

19. Telephone: Number months
20. Laundry soap and other cleaning supplies
21. Laundry sent out: Number wks.
22. Stationery, postage, telegrams
23. Express, freight, drayage, moving
24. Water rent
25. Other
26. TOTAL (18-25)

27. TOTAL for household operation (sum of 10, 17, and 26)

VI. AUTOMOBILE
Owned at any time during schedule year

1. How many months during year did you own:
a. 1 auto
b. 2 autos
c. 3 autos
d. No auto

AUTOMOBILE OWNED AT END OF SCHEDULE YEAR

Table with columns A, B, C, D, E for automobile owned at end of schedule year.

2. 19
3. 19
4. 19

5. Gross price of car bought during year
6. Trade-in allowance on used car
7. Net price of car bought (5 minus 6)
8. Terms: a. cash; b. installments
9. Month bought

10. Total miles driven during year (all cars owned)
11. Average miles per gallon of gasoline

GASOLINE FOR AUTO

12. Winter
13. Fall
14. Summer
15. Spring

16. TOTAL FOR YEAR (12-15)

17. Oil: Number of quarts
18. Tires, tubes: Purchase
19. Repairs, replacements, service
20. Garage rent, parking
21. Licenses, including registration fees
22. Fines, damages paid others
23. Automobile insurance (all types)
24. Tolls (bridge, ferry, tunnel)
25. Accessories (include automobile radio)
26. Other (include association dues)
27. TOTAL (7 plus 16 plus 17-26)

28. Proportion of automobile expense chargeable to business

VII. OTHER TRAVEL AND TRANSPORTATION

Local-to work, school, stores:
1. Bus, trolley, taxi, train, ferry, boat, rent of auto
Other travel (exclude business travel):
2. Railroad (include Pullman)
3. Interurban bus and trolley
4. Other (specify vehicle)
Purchase and upkeep during year:
5. Of motorcycle
6. Of horse and carriage for family use
7. Of boat or other conveyance
8. TOTAL (1-7)
9. Proportion of motorcycle, horse and carriage, or other vehicle expense chargeable to business

FARMERS' STANDARD OF LIVING STUDIES
UNITED STATES DEPARTMENT OF AGRICULTURE
Division of Farm Population and Rural Life, Bureau of Agricultural Economics, ending 1936
and Division of Economics, Bureau of Home Economics, under working agreement
In cooperation with Field Agent S.P. Thompson

Schedule No. 19 A
State
Operator
Acres operated
Dist. from Trading Cent.

FAMILY CENSUS

Table with columns for family census: Members of household, Sex, Age, Schooling, Residence, Months born, etc.

H. Help - Rm. & meals
I. Help - Meals only
J. Help - Meals only
K. Boarders - Rm. & meals
L. Boarders - Meals only

100 visitors during year - 100 meals

# EGGS AT ANY MEAL

LEAFLET NO. 39

U.S. DEPARTMENT OF AGRICULTURE

# Correspondence

*Cereals  
wheat*

UNITED STATES DEPARTMENT OF AGRICULTURE  
BUREAU OF HOME ECONOMICS  
WASHINGTON, D. C.

B. H. E.  
FILES

### Wheat Germ Has High Nutritive Value

The germ is the most nutritious part of the wheat kernel. It is rich in fat and is known to be a good source of vitamin A and an excellent one of vitamins B, G, and E. Although this portion of the grain has an excellent flavor it is seldom used as human food except in the whole wheat products which contain only a very small percentage of germ.

In order to demonstrate the practical use of wheat germ as a source of vitamin G, a dietary study has been made by the Bureau of Home Economics in a county in South Carolina where pellagra is prevalent. Wheat germ was furnished several families for a period of about five months as a supplement to the regular diet. At the end of the study the general appearance and health of these families had improved and the incidence of the pellagra was much less than would have been expected from their previous history.

In the milling process the germs are flattened and separated as yellowish, oily flakes. Unfortunately this germ meal as it is called does not keep well, so it has been difficult to handle it commercially as human food. Studies are now under way to develop some method of treatment which will make it keep better so that it can be sold on the retail market. In the meantime, it can often be obtained direct from the mills in wholesale quantities and agricultural extension workers in some States have made arrangements for its distribution to consumers in small packages.

In order to meet various requests for data on composition of wheat germ the Bureau of Chemistry and Soils has made chemical analyses of six samples. The samples came from mills in various wheat-growing centers and were chosen from a larger number collected by this bureau and the Bureau of Agricultural Economics. These have been summarized together with analyses from several other sources to indicate the average proximate composition of wheat germ meal.

### Recipes Using Wheat Germ

The following recipes have been worked out and tested in this bureau, using the mill product. Since fresh milk is not easily obtained in some of the communities where foods rich in vitamin G are most needed, it is suggested that water may be substituted for the milk if necessary. Using evaporated milk or milk powder diluted to the strength of fresh milk is of course preferable from the nutritive standpoint to using water alone in any of these recipes. One-fourth of a cup of milk powder diluted with one cup of water makes a satisfactory substitute for slightly more than one cup of fresh milk. For convenience, the powder may be mixed with the other dry ingredients and the water added later.

5710

### IS THE HOUSEWIFE WORTH HER SALARY?

Hildegard Kneeland  
Bureau of Home Economics, United States Department of Agriculture,  
Washington, D. C.

Published in Survey-Graphic Magazine, December, 1929.

"I met Mr. Brown today," Nell Alden told her husband one evening, "and he says I can have my job back if I want it."

"Hm..." Ed Alden glanced up from his paper with a troubled look in his eye. "Thinking of taking it?"

"I've half a mind to. He'll give me the same salary I was getting when I left--two thousand. Half of that would pay for a maid with some to spare, and--"

"Don't you fool yourself," her husband interrupted. "A girl costs double her wages if you allow for the extra food and breakage. What's the idea?"

"Well, I've been doing a little figuring. Looking after this household's meals, the cleaning, and washing and ironing--takes me twenty-seven hours a week. That's only four hours a day. I could get a girl for ten dollars a week--"

"Yes," Ed broke in again, "and then do all the work over yourself. You know you'd never be satisfied with the way she'd do things. Why, you can hire only the poorest sort of help for ten dollars."

"How wait a minute," his wife went on. "I don't mean full-time help. I can get the girl that Mrs. Page had, the one who was so good. She used to get fifteen dollars a week--that's as much as any of them get for general housework--but she wants only part-time work now. She'd come in and get breakfast, and then go home again for a few hours; she lives near enough. We'd both be away for lunch, and she'd do the cleaning and laundry in the afternoons while cooking dinner. It would take her only about five hours a day--she works almost as fast as I do--and she'd come for ten dollars a week."

"And the food bills, and so on?"

"Well, from what Mrs. Page and some of the other women tell me, the bills go up only six dollars a week or thereabouts with the better class of workers. Sixteen dollars a week would cover it all--say nine hundred dollars a year, to be on the safe side."

"You seem to have it all doped out," her husband admitted. "But then there're your lunches and carfare. And your clothes would cost more, going to the office everyday."

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PHONE OR WRITE  
"IF IT'S ELECTRICAL WE DO IT."  
J. C. HARDING & CO., INC.  
720 12TH STREET, N. W.  
WASHINGTON, D. C.  
FRANKLIN 7664

IT WASHES  
WITHOUT LABOR

IT DRIES  
WITHOUT A WRINGER

# Rural Electrification Administration

(Record Group 221)

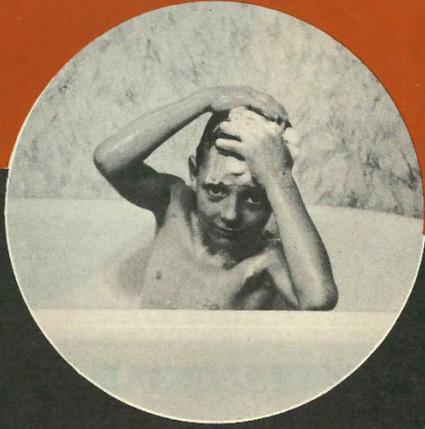
- ❖ Records of the central office of the agency
- ❖ Location
  - ❖ Textual Records: National Archives at Kansas City
  - ❖ Photographic Materials: National Archives at College Park- Still Pictures Branch
  - ❖ Maps and Charts: National Archives at College Park- Cartographic Branch
- ❖ Dates covered: 1935 - 1985
- ❖ Approximately 1,893 cubic feet



# Primary Functions



- ❖ Established in 1936, though the government had been involved with rural electrification activities since 1933
- ❖ Provide low-interest loans for:
  - ❖ Building electric generating plants and transmission lines
  - ❖ Wiring homes, buildings
  - ❖ Acquiring and installing electrical & plumbing equipment
- ❖ Preference for these loans were given to individual farmers, farmers' cooperatives, and utility districts
- ❖ Started providing assistance to cooperative telephone companies in 1949
- ❖ Abolished in 1994. Superseded by the Rural Utilities Service



**A BATHROOM FOR EVERY FARM**



I like a  
**MODERN MONDAY**

I am a farm woman and every Monday morning there is a large washing to be done. Just as soon as our REA line was energized, I wanted an electric washing machine. I wanted to modernize my Monday first. I wanted to start each week right. That was over a year ago. Now I have a real laundry in my house and have said goodbye to washday drudgery. I have more time and energy for the regular week's work and for many new activities besides. It's easy for me to understand why about half of the women on REA lines own electric washing machines.

	<b>FRONT PORCH</b>				<b>DINING ROOM</b>		
	 Decorative ceiling globe 40-watt bulb— about \$1.50	 Lantern for wall or ceiling 60-watt bulb— about \$2.95	 Ceiling lantern two 40-watt bulbs—about \$1	 Indirect 100-150-watt silver bowl bulb—about \$1.70	 Pendant fixture for five 40-60-watt bulbs— about \$9	 Three-lie indirect 100-300-300-watt bulb—about \$14	
	<b>BACK PORCH</b>				<b>KITCHEN</b>		
	 Plain glass globe 40-watt bulb— about 50 cents	 Weatherproof basket light— 100-watt bulb— about \$1.35	 Opal ceiling globe 60-watt bulb— about \$1.25	 Glass diffusing globe 10 to 12 inches in di- ameter for 100-300- watt bulbs—about, \$1.75	 Opal glass diffusing globe 8 to 12 inches in diameter for 75-300- watt bulb—about \$2	 Crystal top diffusing globe 75-300-watt bulb—about \$3.50	
	<b>HALLWAYS</b>				<b>CLOSETS-CELLARS</b>		
	 Glass lantern— shaded shade 60-watt bulb— about 30 cents	 Modern dome light two 60-watt bulbs— about \$2.75	 Decorative ivory globe 75-watt bulb—about \$3	 Keyless Socket Porcelain— about 25 cents each	 Keyless Socket Porcelain— about 25 cents each.	 Keyless Socket Porcelain— about 25 cents each	
	<b>LIVING ROOM</b>				<b>BED ROOM</b>		
	 Indirect 100-150-watt silver bowl bulb—about \$1.25	 Indirect or lead 100-watt bulb— about \$6.50	 Uet Four 40-watt bulbs— about \$10	 Pin-it-up with cone diffuser 75-watt bulb— about \$1	 Painted glass globe 75-watt bulb— about \$1.25	 Casting fixture 75-watt bulb— about \$3.75	
	 I. E. S. Junior floorlamp (for 3-lie bulb— about \$6) for 100-watt bulb—about \$5	 I. E. S. Lamp attached to desk or table 100-watt bulb—about \$3.50	 I. E. S. three-lie floorlamp 100-300-300- watt bulb— about \$10	 Pair of pin-it-ups 75-watt bulb— about \$2	 Pair of pin-it-ups with diffusing bowl 75-watt bulb— about \$3.50	 Pair of pin-it-ups 60-watt bulbs— about \$2.50 a pair	
	 I. E. S. end table lamp 100-watt bulb—about \$6	 I. E. S. Study and Reading Lamp 100-watt bulb— about \$8	 Pin-it-up with diffusing bowl 75-watt bulb— about \$4	 Opal ceiling globe 75-watt bulb— about \$1	 Crystal top diffusing globe ceiling 100-watt bulb—about \$2.25	 Wall bracket for 60-watt bulb—about \$6 a pair	
	<b>BATH ROOM</b>				<b>BATH ROOM</b>		
	<b>LOWER PRICE</b>	<b>MEDIUM PRICE</b>	<b>UPPER PRICE</b>	<b>LOWER PRICE</b>	<b>MEDIUM PRICE</b>	<b>UPPER PRICE</b>	

**IT'S**

**REA CO-OP**

**YOUR**

**BUSINESS**

U. S. DEPARTMENT OF AGRICULTURE  
RURAL ELECTRIFICATION ADMINISTRATION

PA 117

## HOW GOOD A COOPERATOR ARE YOU?

Score Yourself On These Simple Tests




Time: 3 Minutes For Each Test

### HOW MANY WAYS ARE YOU AND YOUR FAMILY HELPING YOUR REA CO-OP?

YES NO

- We read our electric meter each month accurately and on time.
- We send in our check promptly for the electricity we have used.
- We notify our Cooperative office promptly when the power fails, after checking to see if our neighbor's power is off, too.
- We report quickly to the Cooperative office any damage to Co-op property, whether or not it involves an interruption to service.
- We notify the Co-op of any line obstruction—trees, shrubs, etc.—without trying to remove such obstruction by ourselves.
- We report to the Co-op for inspection of new wiring (It's a good idea to tell your Co-op of your wiring plans, too.)
- We urge neighbors who have not yet applied for Co-op power, to sign up for it.
- We take care of repairs in our electrical equipment without bothering the Co-op office.
- We do call the Co-op for needed repairs on the service coming from the highline to our farm, or an electrician in case of house wiring trouble. We don't try to make such repairs ourselves.
- We attend annual meetings every year and contribute our ideas about how the Co-op might be improved.
- We cooperate with our Co-op by answering promptly its requests for specific information about our service or our use of power.
- We have performed one or more voluntary services for the Co-op in addition to those above.

*Score two points for every question checked YES*

**How Do You Stand?**

18 to 24 points—*excellent*

12 to 16 points—*good*

*Less than 12—better resolve to take a more active interest in your Co-op affairs.*

### HOW MANY OF THESE QUESTIONS CAN YOU ANSWER ABOUT YOUR CO-OP?

- How does the Co-op use the money you pay for service?
- How much of it is spent for power?
- What happens to any surpluses? Is the Co-op able to build up reserves?
- Is your Co-op meeting its obligations on the loan from the government?
- How can a farm get power?
- What's the outlook for getting electricity for folks still without it?
- Do you understand the REA principle of area coverage?
- What can you do to help hold costs down?
- When the REA loan is paid off, who will own your Co-op?
- What should you do if your power goes off?
- What can you do to help hold costs down?
- Who are the candidates for Co-op trustees this year? What are their qualifications for directing your Co-op affairs?

*Score two points for each question you check.*

**How Do You Stand?**

18 to 24 points—*excellent*

8 to 16 points—*good*

*Less than 8—better find out the answers at your annual meeting.*

**RURAL ELECTRIFICATION ADMINISTRATION *REA* U.S.D.A.**

WASHINGTON 25, D. C.

☆ U. S. GOVERNMENT PRINTING OFFICE: 1946

# IT'S YOUR COOP



If you had a valuable piece of property—a motor, tractor or elevator, let's say—you'd think twice before you'd let that expensive equipment suffer even slight neglect. You'd watch over it.

That's the way it is with your REA Cooperative. You and your neighbors own your Co-op just as surely as you own your motor or other money-making tool. You have an actual dollar and cents interest in it. It's your property, not the property of the government or some absentee stockholder. It's a private business, operated locally to serve you. Your own Co-op trustees, for whom you have voted, run your Co-op business, on behalf of you and your fellow members.

That is why it is important that you take an active interest in your Cooperative's affairs. Your rural electric Cooperative—of which you are a joint owner—is your business, serving you and your neighbors just as your motor, tractor or other tools work for you. When you become a Co-op member, you become a part-owner in that business.

At your annual Co-op meeting, the trustees you elected will tell you how your business is doing. They will report on how much money the Co-op took in and paid out, and how much it has paid back to the Federal government on its REA loan.

There you will see how this business is working for you, and how it is making it possible for you and your fellow Co-op members to own your own electric service industry, after the REA loan is fully paid.

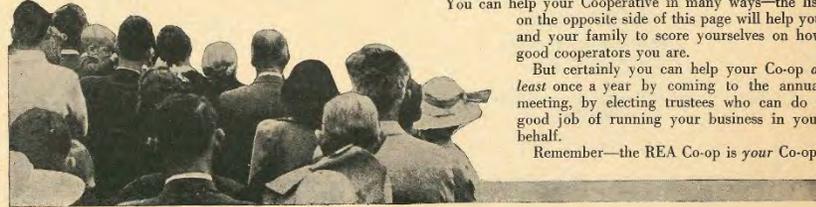
At the annual meeting you will elect the directors or trustees of your Co-op. A good board of directors can mean the difference between good service and poor service—between being in the black or the red—between a successful, respected community enterprise and a failure.

At the meeting you will be able to speak your mind about how your Cooperative is being run, and make suggestions or criticisms as you see fit. If you think that certain action should be taken for the benefit of the Cooperative—which means for your own benefit and that of your neighbors—you can air your views with the assurance that they will be given full attention.

You can help your Cooperative in many ways—the list on the opposite side of this page will help you and your family to score yourselves on how good cooperators you are.

But certainly you can help your Co-op at least once a year by coming to the annual meeting, by electing trustees who can do a good job of running your business in your behalf.

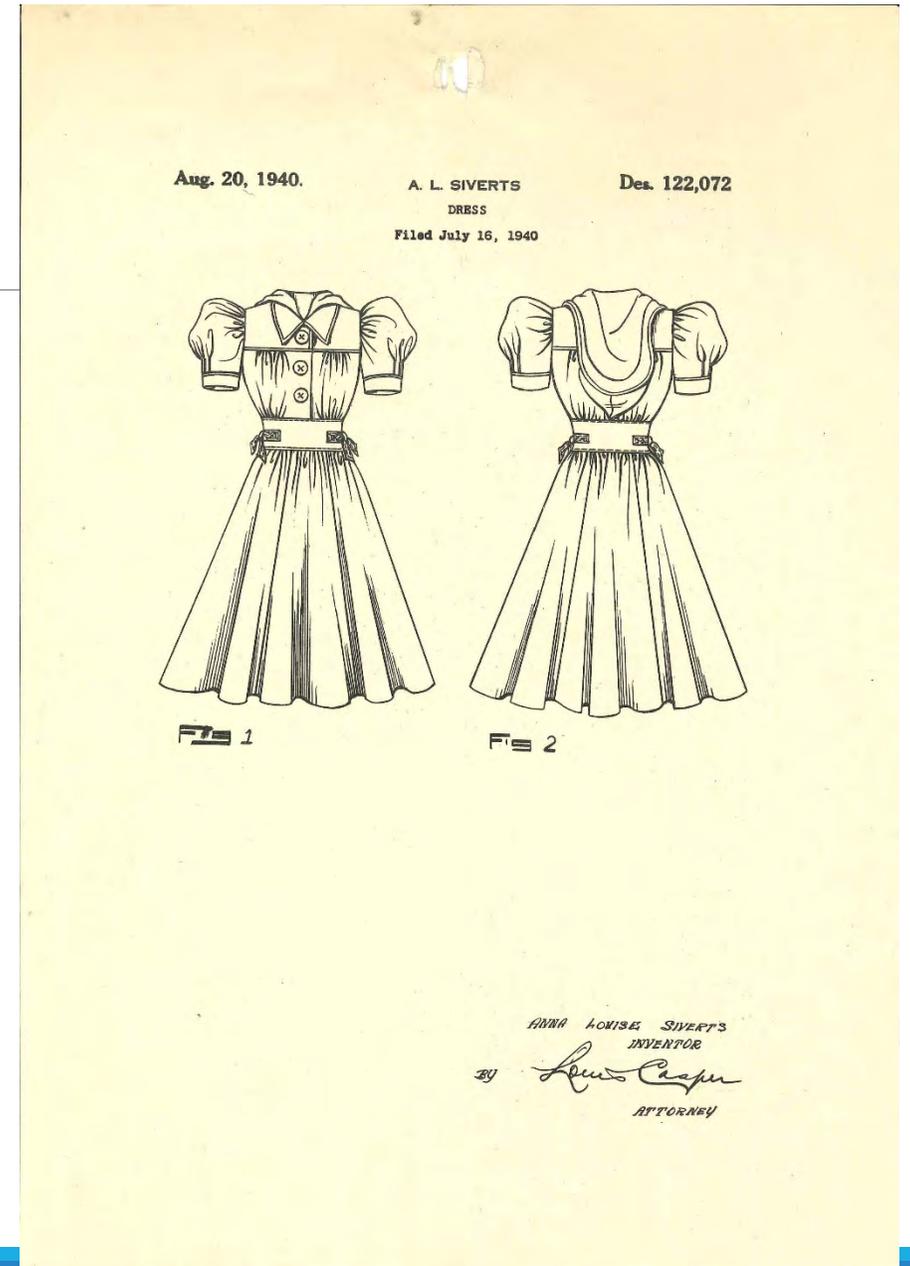
Remember—the REA Co-op is *your* Co-op!



# Patent and Trademark Office

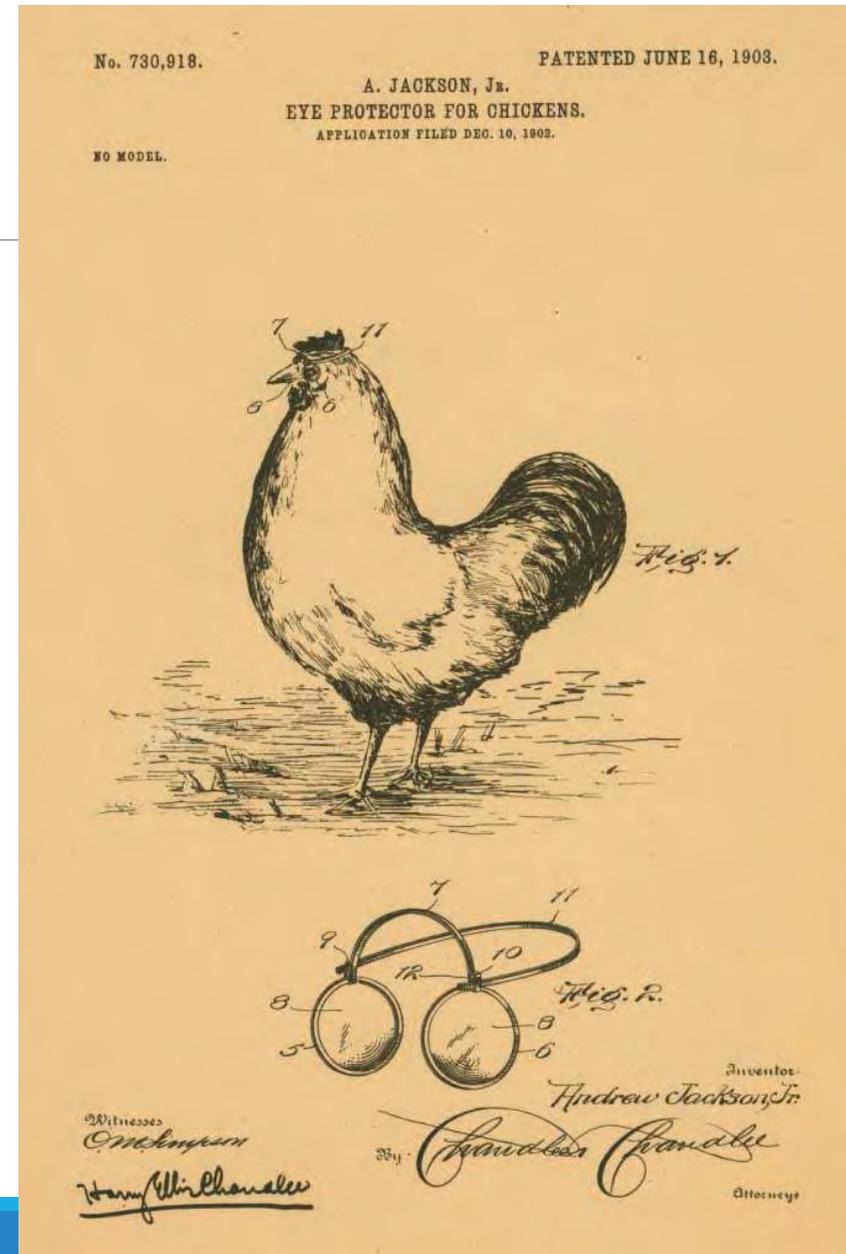
(Record Group 241)

- ❖ Administrative records are at the National Archives at College Park
- ❖ Most of the RG 241 records at the National Archives at Kansas City are patent case files for:
  - ❖ Utility Patents
  - ❖ Design Patents
- ❖ Patent Case Files usually contain
  - ❖ Initial petition, application, and oath
  - ❖ Correspondence between inventor, legal representation, and the Patent Office
  - ❖ Letters Patent (published descriptions and drawings)



# Utility Patents

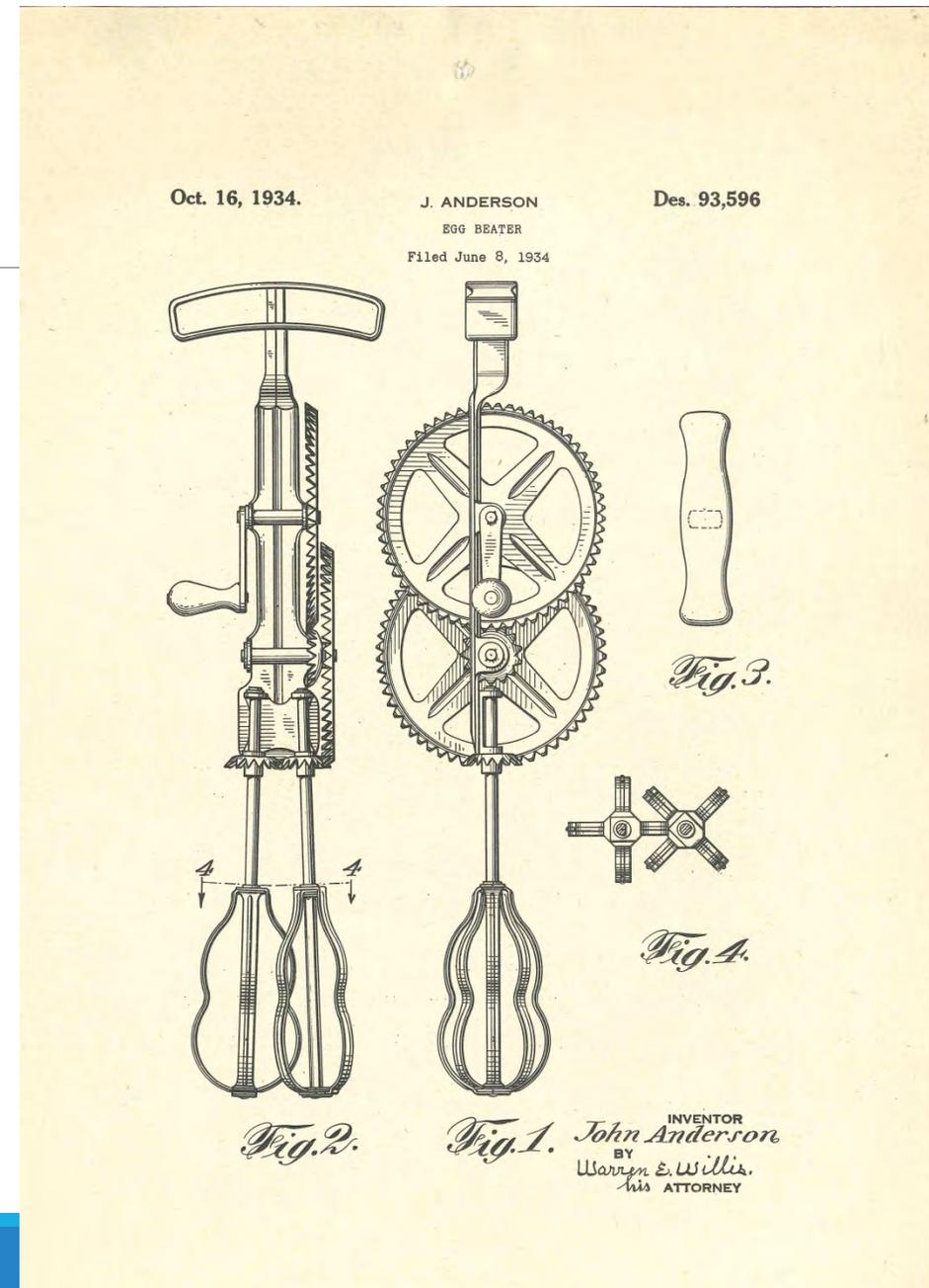
- ❖ “Issued for the invention of a new and useful process, machine, manufacture, or composition of matter, or a new and useful improvement thereof...” – U.S. Patent Office
- ❖ Patent Case Files, 1836-1993 (National Archives Identifier: 302050)
- ❖ The bulk of this series ends on March 16, 1976



# Design Patents

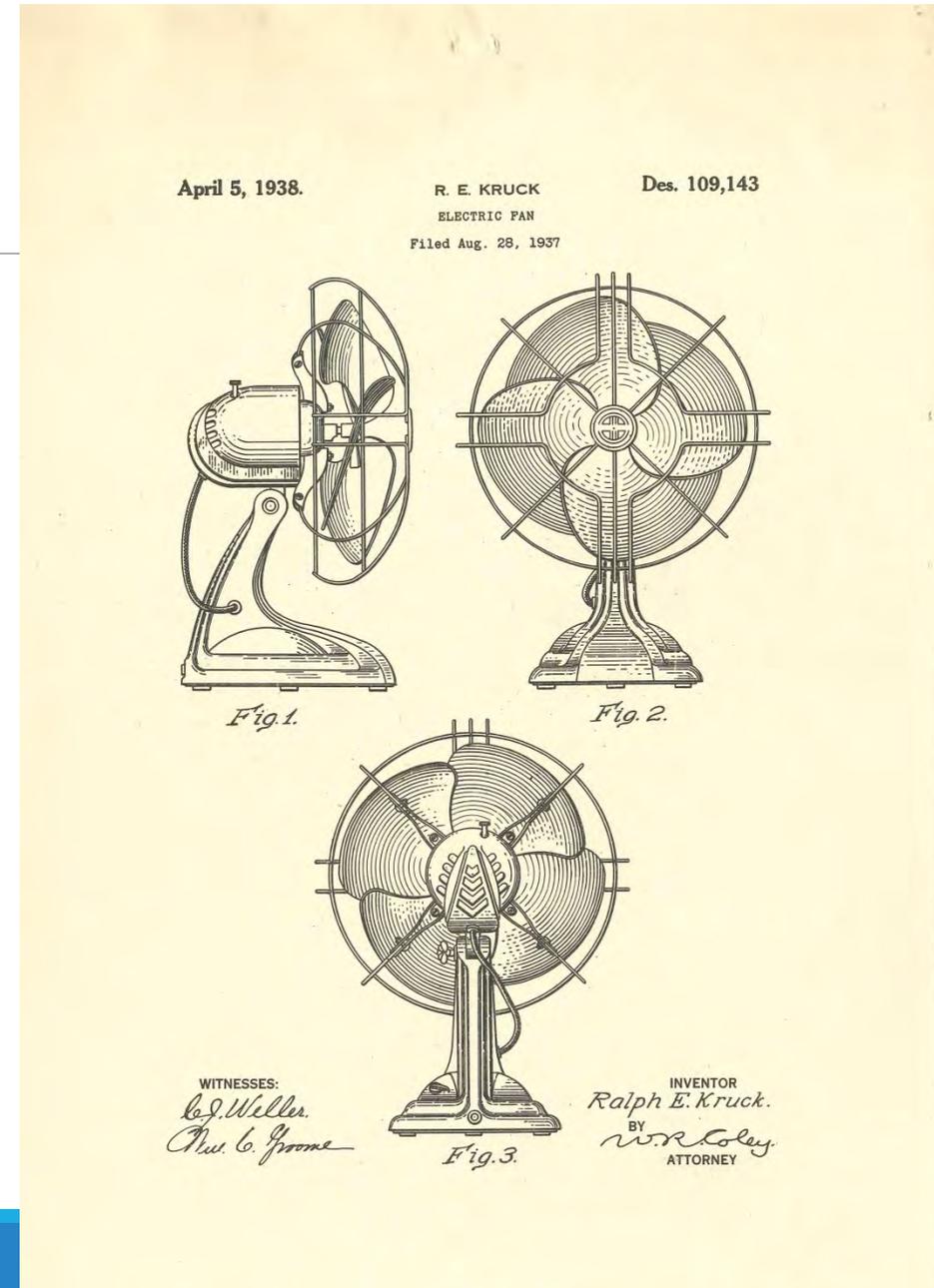
❖ “Issued for a new, original, and ornamental design embodied in or applied to an article of manufacture, it permits its owner to exclude others from making, using, or selling the design...” – U.S. Patent Office

❖ Design Patent Files, 1843-1973  
(National Archives Identifier: 562243)



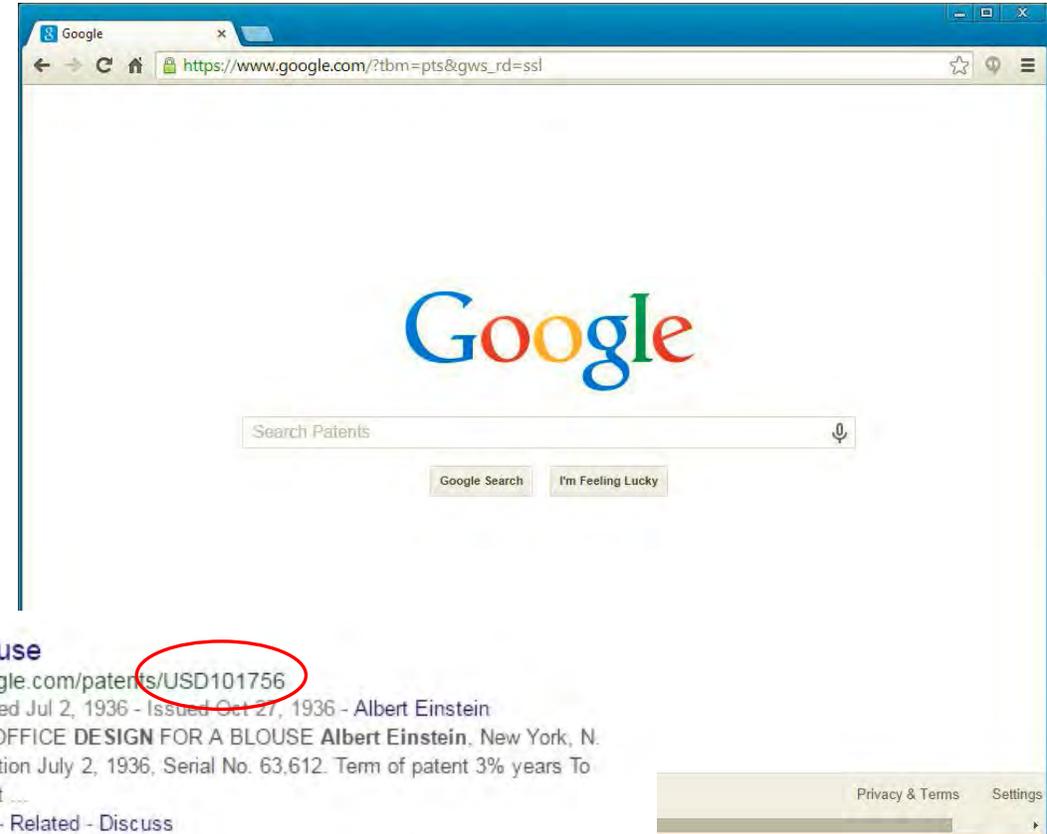
# Genealogy

- ❖ Contains signatures
- ❖ Learn about your ancestor's professional and intellectual work
- ❖ May contain geographical information



# Searching for Patents

- ❖ Google's Patent search engine contains patents from six patent offices from across the world.
- ❖ Can search by patent number, name of individual or company, or type of invention
- ❖ Patents from the U.S. will have a US in front of the patent number. Design Patents will have a USD in front of the patent number.



## Eye-protector for chickens.



[www.google.com/patents/US730918](https://www.google.com/patents/US730918)  
Grant - Filed Dec 10, 1902 - Issued Jan 16, 1903 - Andrew Jackson Jr - Andrew Jackson Jr  
PATENTED JUNE 16, 1903. A. JAoKsoN, Jn; BYE PROTECTOR PoR GHIGKENS. N'qyvaoma. APPLICATION FILED DBO. 10, 1902. IO IODEL elfo: muy.  
Overview - Related - Discuss

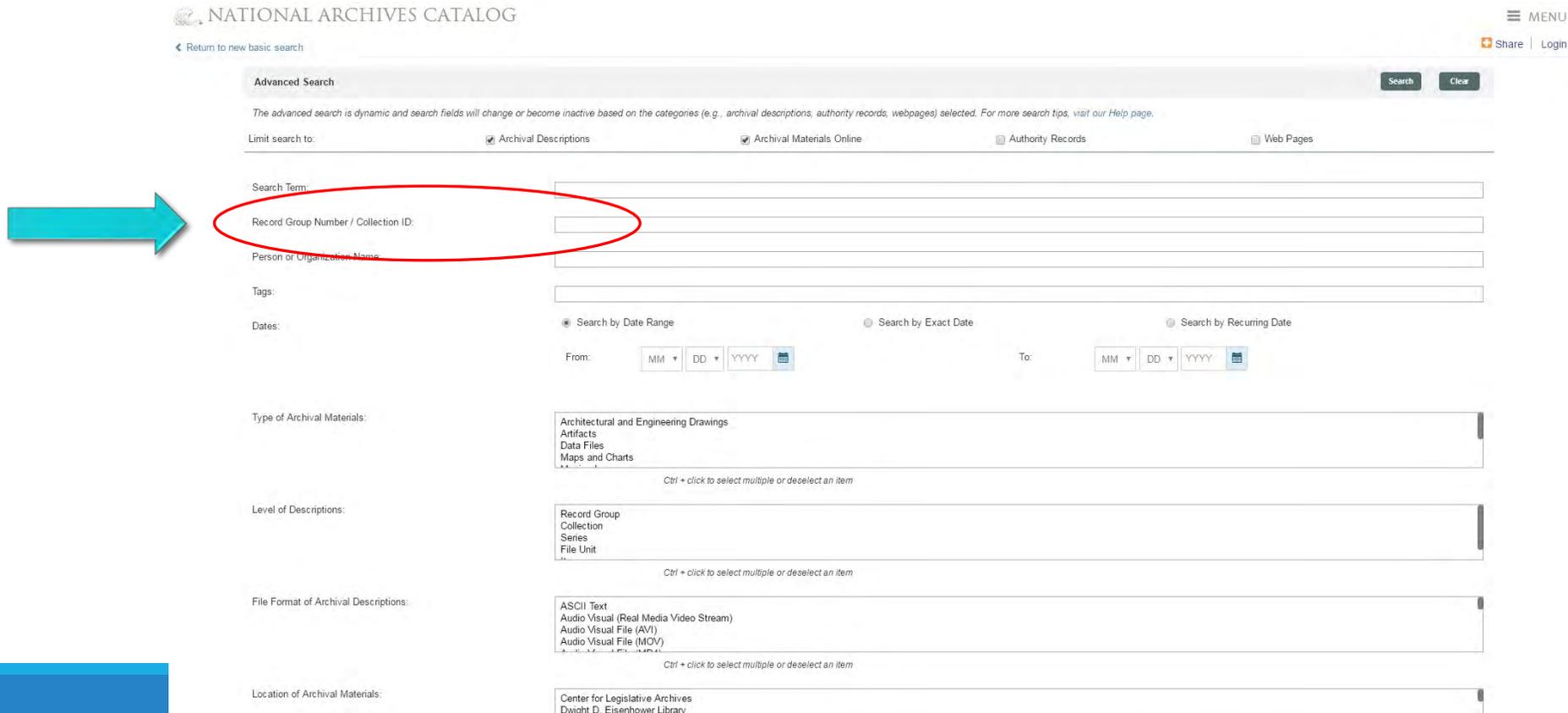
## Design for a blouse



[www.google.com/patents/USD101756](https://www.google.com/patents/USD101756)  
Grant - Filed Jul 2, 1936 - Issued Oct 27, 1936 - Albert Einstein  
PATENT OFFICE DESIGN FOR A BLOUSE Albert Einstein, New York, N. Y. Application July 2, 1936, Serial No. 63,612. Term of patent 3% years To all whom it ...  
Overview - Related - Discuss

# Requesting Records

- ❖ Search the National Archives Catalog (<https://www.archives.gov/research/catalog/>)
- ❖ Tip: Using the Advanced Search, you can search by Record Group Number



The screenshot shows the National Archives Catalog's Advanced Search interface. At the top, there is a navigation bar with the logo, a 'Return to new basic search' link, and 'Share' and 'Login' buttons. The main search area is titled 'Advanced Search' and includes a 'Search' button and a 'Clear' button. Below this, there is a note about dynamic search fields and a section for 'Limit search to:' with checkboxes for 'Archival Descriptions', 'Archival Materials Online', 'Authority Records', and 'Web Pages'. The 'Record Group Number / Collection ID' field is highlighted with a red circle, and a blue arrow points to it from the left. Other search fields include 'Search Term', 'Person or Organization Name', 'Tags', and 'Dates'. The 'Dates' section has radio buttons for 'Search by Date Range', 'Search by Exact Date', and 'Search by Recurring Date', along with 'From' and 'To' date pickers. Below these are three scrollable lists: 'Type of Archival Materials' (Architectural and Engineering Drawings, Artifacts, Data Files, Maps and Charts), 'Level of Descriptions' (Record Group, Collection, Series, File Unit), and 'File Format of Archival Descriptions' (ASCII Text, Audio Visual (Real Media Video Stream), Audio Visual File (AVI), Audio Visual File (MOV)). The 'Location of Archival Materials' is set to 'Center for Legislative Archives' and 'Dwight D. Eisenhower Library'.

## Consumer Purchase Study Records, 1935 - 1937

⚠ This Series contains records, some of which may not be available online.

To obtain a copy or view the records, please contact or visit the National Archives and Records Administration location(s) listed in the Contact information below.

### Additional Information About this Series

**National Archives Identifier:** 4723877

**Creator(s):** Department of Agriculture. Bureau of Home Economics. Division of Economics. 1923-ca. 1937 (Most Recent)

**From:** Record Group 176: Records of the Bureau of Human Nutrition and Home Economics, 1904 - 1939

### Details

**Level of Description:** Series

**Type(s) of Archival Materials:** Textual Records

**The creator compiled or maintained the series between:** 1935 - 1937

**Function and Use:** The information in these records was compiled and used for the "Study of Consumer Purchases in the United States," conducted jointly by the Bureau of Home Economics (BHE), the Bureau of Labor Statistics (BLS), the V Committee.

**Arrangement:** Unarranged.

**Access Restriction(s):** Unrestricted

**Use Restriction(s):** Unrestricted

This series contains questionnaires, schedules, transcription forms, tabulation forms, summary sheets, and tables relating to the **purchases** and expenditures of **consumers** living in towns or villages, large or small cities, or on farms across the U.S. The questionnaires and schedules contain information regarding a **consumer's** sex, age, education, family and other members of the household, dwelling, income, **purchases**, expenses, assets, and debts. Schedules relating specifically to farms also contain information about farm income and expenses, farm size and value, number of hired labor, the value of machinery, and the value of food furnished by the farm for the family's own use. Some examples of the types of **purchases** and expenses described in the questionnaires include those for household operations, travel and transportation, recreation, personal care, clothing, and gifts. The series also contains survey forms relating to food **purchases** and consumption, clothing **purchases**, and household furniture **purchases**.

### Scope & Content

This series contains questionnaires, schedules, transcription forms, tabulation forms, summary sheets, and tables relating to the **purchases** and exp across the U.S. The questionnaires and schedules contain information regarding a **consumer's** sex, age, education, family and other members of the relating specifically to farms also contain information about farm income and expenses, farm size and value, number of hired labor, the value of mac

### Variant Control Numbers

**ARC Identifier:** 4723877

**HMS/MLR Entry Number:** UD 28

### Archived Copies

**Copy 1:** Preservation-Reproduction-Reference

**Extent (Size):** 671 linear feet, 2 linear inches

**Physical Occurrence Note:** This series contains Boxes 982A, 983A, 984A, 984B, and 1394A-D.

**Contact(s):** National Archives at Kansas City (RM-KC)  
400 West Pershing Road  
Kansas City, MO 64108  
Phone: 816-268-8000  
Fax: 816-268-8038  
Email: kansascity.archives@nara.gov

**Count:** 4 Index Card Box, 6 x 4 inch  
1525 Letter Archives Box, Standard

**Copy 1 Media Information:** **Specific Media Type:** Paper  
**Container ID:** Boxes 1-1521

**Physical Restriction Note:** These records are stored offsite. If a researcher would like to view the records in person, please contact National Archives at Kansas City (RM-KC), 400 West Pershing Road, Kansas City, MO, 64108. PHONE: 816-268-8000; FAX: 816-268-8038; EMAIL: kansascity.archives@nara.gov at least two business days in advance.

# Requesting Records, cont.

- ❖ Confirm where the records are located



# Requesting Records, cont.

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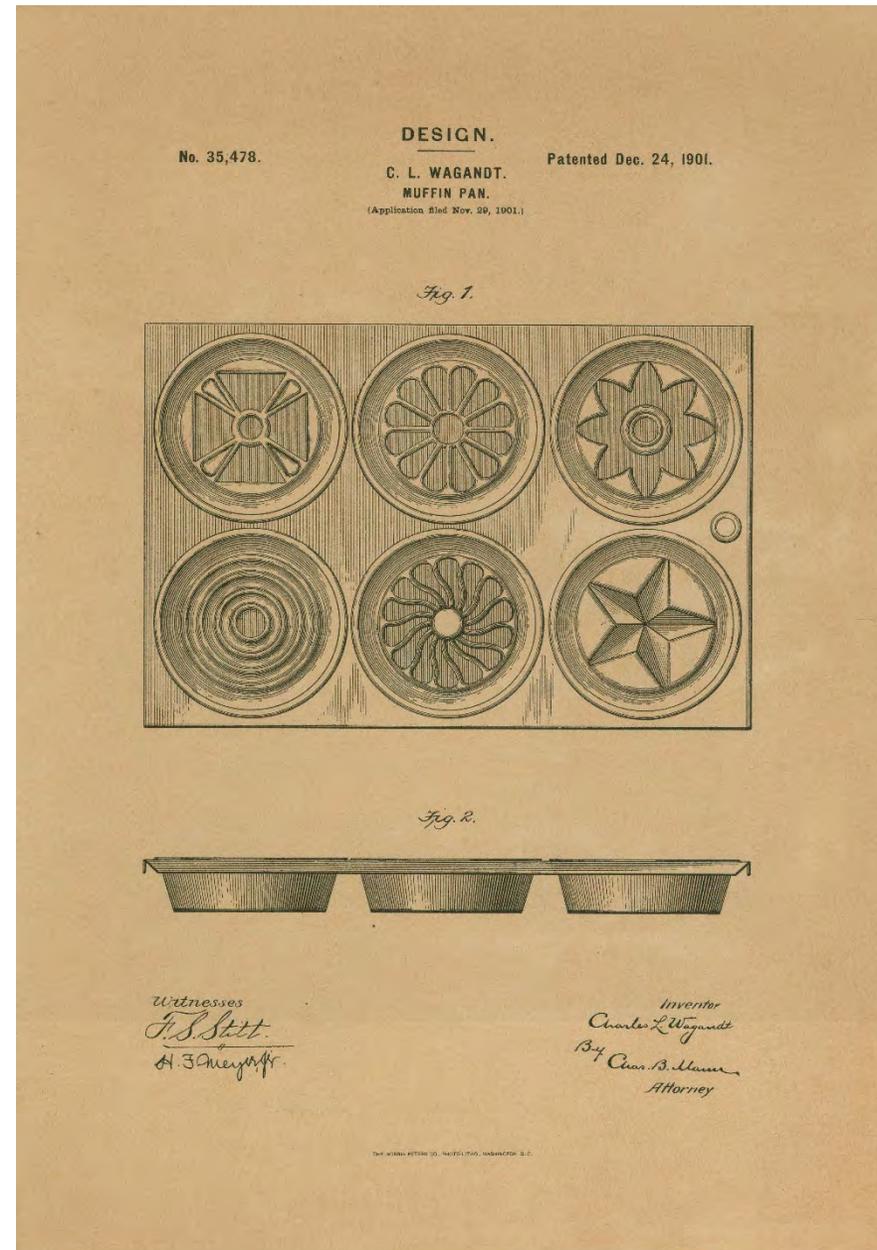
## GENERAL INFORMATION

- ❖ Requests should be emailed to [kansascity.archives@nara.gov](mailto:kansascity.archives@nara.gov)
- ❖ Written requests should be addressed to:
  - National Archives at Kansas City
  - 400 W. Pershing Road
  - Kansas City, MO 64108
- ❖ Phone: (816) 268-8000
- ❖ Our Main Location is Open to the Public
  - ❖ Hours: 8:00 am – 4:00 pm, Monday – Friday
  - ❖ Closed Weekends & Federal Holidays

## RESEARCHING IN PERSON

- ❖ Please contact us before your visit
- ❖ Majority of our records are stored off-site
- ❖ If viewing records stored off-site we require you send us your box request at least two business days in advance
  - ❖ We need that time to pull & transport the records to our research room
- ❖ You may request additional records when you arrive, but we will need time to pull & transport them

# Questions?



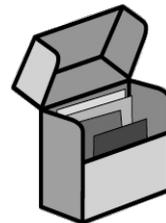


**KNOW YOUR RECORDS**  
National Archives and Records Administration

# **Thank you for attending!**

**Today's video recording and materials  
will remain available at**

**[www.archives.gov/calendar/know-your-records](http://www.archives.gov/calendar/know-your-records)**



**KNOW YOUR RECORDS**  
National Archives and Records Administration