TO: GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)
USDA/Soil Conservation Service

2. MAJOR SUBDIVISION
Administrative Services Division

3. MINOR SUBDIVISION
Records & Communications Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
H. Ted Evans

5. TEL. EXT.
447-3907

6. CERTIFICATE OF AGENCY REPRESENTATIVE:
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ___ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☐ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE 2/6/77

D. SIGNATURE OF AGENCY REPRESENTATIVE H. Ted Evans

E. TITLE Records and Reports Spec.

<table>
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<tr>
<th>ITEM NO. 7.</th>
<th>ITEM NO.</th>
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<td>1. Files of S.C.S. Regional Engineer John G. Sutton (Milwaukee Region), 1925-39, 3 ft.</td>
<td>Description of Item (With Inclusive Dates or Retention Periods)</td>
<td>Sample or Job No.</td>
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<td>This is essentially a reference file containing publications, copies of issuances, reports, and routine correspondence. Much of the material relates to the Civilian Conservation Corps because Sutton played a role in preparing projects for CCC personnel to undertake under his general supervision. This series, however, does not contain substantial project records. A contents list is attached.</td>
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<td>Essentially a reference file containing publications, extra copies of issuances, reports, statistical information, and other correspondence relating to personnel matters, especially regarding the CCC. A detailed contents list is attached.</td>
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<td>Destroy immediately upon approval of this schedule.</td>
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1 Instructions and Inspections 1939
2 CCC Personnel Promotions 1937
3 Location Maps and Plans Camp Program 1935
4 Books - Annual Reports of CCC 1933 - 1937
5 AE Memoranda 1935 - 1936
6 Study of Forms
7 Memo to Accompany 3-1935 Classi Sheets
8 CCC Personnel Training 1938 - 1939
9 CCC Subjects, Procedures, Maintenance, Repair, Heavy Equipment
10 Original Notes & Sketches of Present Status of Drainage in La. 3-1927.
11 Old Memo receipts etc.
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<td>Monthly Reports 2/16/25 to 6/30/26</td>
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<td>Specifications for Roadside Improvement 2/16/38</td>
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<td>Missouri District CCC April 1939</td>
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<td>Rainfall Study Franklin, New Orleans</td>
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<td>Godchaux Data &amp; Correspondence 1926</td>
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<td>Weekly Reports 1927 - 1929</td>
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<td>10</td>
<td>Instructions to Camps 1935</td>
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<td>11</td>
<td>Bureau of Agricultural Engineering Handbook (CCC) 1935</td>
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<td>13</td>
<td>Fourth Annual Report Department of Conservation 9-30-22</td>
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<td>Farm Tillage Alabama Agricultural Experimental Station 1922</td>
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<td>15</td>
<td>Federal Stock Catalogue 1-1-1932</td>
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<td>16</td>
<td>Graphical Method of Obtaining Value of &quot;N&quot; in Kutter's Formula in CCC Camps March 1937</td>
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<td>17</td>
<td>Benefits &amp; Accomplishments of Drainage 6/4/36</td>
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<td>Weekly Reports 1926</td>
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<td>Old Property Records 1923 - 1927</td>
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1. Forest Truck Trail Handbook 1935
2. Drainage on Camps 4/1/36
3. CCC Organization 9-16-35
4. CCC Personnel 4-4-40
5. Lists of Bureau Bulletins 1933
6. Job Specifications Technical Promotions 1940
7. Classification Forms 1939
8. CCC Inspection Missouri 1922 - 1937
10. CCC Publications 1939
11. CCC Safety 1935
12. CCC Statistics 1938
13. Mokan Magazine Missouri - Kansas District 1939
14. Form Letters General Drainage Topics 1935
15. Conferences 1937 to 1939
16. CCC Supervision 1933
17. Bureau Memos D&AE Series 1936 to 1939
18. USDA Forest Service Milwaukee, Wisconsin 1935
19. CCC Cooperation Milwaukee, Wisconsin 1938
20. CCC Disbursement Milwaukee, Wisconsin 1937
21. CCC Finance 12-30-1938
22. CCC Information 5-29-1938
23. CCC Communications 1938
24. Specifications Drag & Fresno Scrapers
25. CCC Supply 1936
26. CCC Explosives 1938
27. CCC Uniforms 1935
28. CCC Heavy Equipment 1938
29. CCC Repairs and Maintenance 1938
30. CCC Procedure Milwaukee office
31. BA Engineering C&P 1936
32. Summary of Operation
Civilian Conservation Corps

1 Telephone Handbook 1936
2 Steel Sheet Piling November 1938
3 America's Land 1936
4 Report of Comm. on Ponds June 20, 1940
5 Acknowledgement 17516
6 Hydraulics 1959
7 USDA Ag. Sewage and Sewerage Bulletin 1227
8 USDA Ag. Gullies How to Control & Reclaim Them 1234
9 USDA Ag. Farmstead Water Supply No. 1448
10 Soil Conservation May 1936
11 Recreation Commonwealth of Pa. 1935
12 USDA Potato Storage Houses No. 847
13 Report of Comm. of Reservoirs & Ponds 1940
14 Soil Conservation & Related Subjects June 1939
15 CCC Inspection 1939
16 CCC Organization Milwaukee, Wisconsin 1939
17 CCC Personnel Milwaukee, Wisconsin 1939
18 CCC Personnel Training 6-28-1939
19 CCC Plans 5-13-1939
20 CCC Publications 6-9-1939
21 Truck Trail Specifications 1938
22 Supervision November 1938
23 CCC Safety 1939
24 A-Leave 1939
25 A-Disbursement 1939
26 A-Cost Keeping 1938-1939
27 Cooperation for Injury 1938
28 A-Claims 11-17-1938
29 A-Accounting 1939
31 Unnumbered Memoranda 1935 to 1937
32 Index Ditto Memo's 1928-1930
Civilian Conservation Corps

1 Central Repair Shops Construction Rental 1939 to 1941
2 CCC Camp Charts
3 Civilian Conservation Corps Legislation
4 Camp Rosters of All Services (All Periods not in Order)
   a First Period
   b ECW Roster Second Period
   c ECW Roster Third Period
   d ECW Roster Fourth Period (drought relief)
   e ECW Roster Fourth Period
   f ECW Roster Fifth Period First Volume
   g ECW Roster Fifth Period Second Volume
   h ECW Roster Fifth Period Program to 8-15-1935
   i ECW Roster Sixth Period Program 11-16-1935
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k 8th Period 10-1-36 to 3-31-1937
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r 16th Period 10-1-1940 to 3-31-1941
s 17th Period and half 7-1-1941 to 9-30-1941
t 13th Period 4-1-1939 to 9-30-1939
u 18th Period change notice 4-18-1942
v 19th Period 5-1942
w 19th Period 1942
x 19th Period ending

5 Book "CCC at Work" 1941
6 Miscellaneous
7 Miscellaneous Committee Reports, Situations, Memorandums
Civilian Conservation Corps

1 CCC Publications
   a handbook for Emergency Mgt.
   b CCC directory 9-1938
   c CCC offers young man a chance
   d first aid
   e safety regulations
   f emergency conservation work
   g civilian conservation corps regulations 1937
   h CCC foremanship
2 Letters to Secretary Personnel Advisor Letters
3 CCC Legislation
4 CCC administration (Appleby)
5 CCC Filing Subject Line Index
6 Report of CCC to Forest Service & SCB
7 CCC Act
8 Eisenhower Division of Camps between States
9 Division of Camps between Agencies
10 Lesson Plans for Instructor or Foremanship
11 CCC Statistics Odds and Ends
12 Statistics CPS Camps
13 CCC Statistics
14 CCC Liquidating Officer
15 Director's Authority
16 Permanent CCC Legislation Hearings
17 Department of Reorganization
18 Training Job Specifications
19 Estimate of Total Conservation Work Available for CCC
20 Efficiency Rating Information
Civilian Conservation Corps

1. Efficiency Ratings
2. Legends & Photos
3. Permanent CCC Hearings Labor Comm. 1939
4. Dr. Bennett Legislation Reports
5. Conservation Program of Ag. & Forestry (Messenger Envelope)
6. American Farm Bureau
7. Reports, Letters, Memos
8. Erosion Control of Treasee & Slate Belts in South Central, North Carolina
9. The Adviser May 1939
10. Miscellaneous
11. Requests to H.H. Bennett & Secretary of Agriculture
12. CPS Forms for Quarterly Progress Reports
14. CPS System Administrative Directives #1-1926
15. Statement of Work Done by CCC Camps under direction of SCS
16. Production of Ag. Limestone by ECW Labor Bethany, Missouri
17. Opinions
18. Property Dispositions 12-22-1947
19. CPS Camp Regulations
20. Camp Regulations 8-1-45
21. Manual for Camp Director's 5-10-1944
22. Report of Meeting of Regional Chiefs of Operations Custer, S.D. 1948
23. SCS Guides to Field Act. 5-1-1940
24. Agriculture's capacity to Produce June 1952
Jivilian Conservation Corps

1. Handbook of CCC
2. SCS CCC Handbook
3. Work and Accomplishments of SCS through CCC labor
4. Handbook of Emergency Conservation Work
5. CCC Legislation
6. CCC Personnel Procedure
7. Report of Director of CCC 1942
8. Schedule for Reporting accomplishments & costs of SCS projects & camps
9. The Nation Appraises CCC 4-1933 to 1939
10. The CCC What it is What it does 3-1940
11. Practical Platform for CCC Youth Training 1940
12. Soil Erosion Control 8-18-1941
13. Paul Bunyan reads the Record of CCC
14. Handbook on the Nations War Food Program 9-1-1944
15. Safety and Health HANDBOOK
16. CCC Annual Report Research Machinery
17. CCC Annual Report Central District
18. CCC Annual Report Eastern District
19. CCC Annual Report Southern District 1936
Civilian Conservation Corps

1 Water Conservation & Utilization Projects Program
2 John A Goe Project Book A
3 John A Goe Project Book H
4 John A Goe Project Book B
5 John A Goe Project Book C
6 John A Goe Project Book D
7 John A Goe Project Book E
8 John A Goe Project Book F
9 John A Goe Project Book G
10 Summary Statement Wheeler Case Irrigation Program 9-5-1941
11 Annual Landscape Report for all Projects Region X F.S.A. 1941
12 Water Conservation & Utilization Program Appropriation Estimates 1946 FY
13 Water Conservation & Utilization Program Area and Project Budgets 1945
14 105.1 Legislation Proposed 1945
15 Material Bearing Upon Bureau of Reclamation Agricultural Activities
16 101.5 Sales Procedures, Appraisals, Etc.
17 105.1 Legislation Wheeler-Case
18 105.2 Legislation Wheeler-Case Act
19 Vawter Report
20 Dissolution Statements (Dissolution of Joint Invst. WCU Projects)
1 12-1 Presidentials
2 12-1 Presidentials
3 Land Development & Irrigation Improvement Contracts
4 Wheeler Case Act
5 Revised Presidential Ceiling Eden Project
6 Public Health Service
7 1939 Landscape Progress Report
8 101.1 Transfer of WCU from FSA to SCS
9 Convention by Mail 1945
10 Annual Plan of Operations & Standards of Performance for Case Wheeler Projects 1953
11 Annual Plan of Operations & Standards of Performance for Case Wheeler Projects 1952
12 Annual Plan of Operations & Standards of Performance for Case Wheeler Projects 1951
13 Preliminary Proposed Eden Valley Project Wyoming
14 Development Manual Eden Valley Project
15 Request & Justification for Construction with Wyoming RR Corporation Trust Funds 1941
16 Eden Project Wyoming Report 3-1940
17 Lawsuit concerning collection of O&M Eden Valley Project Wyoming
18 Eden Valley Summary 1943
19 Application Permit to Construct Reservoir
20 Development Field Draft of Re-Examination Report of Eden Valley Project Wyoming
21 Development Manual Eden Valley Wyoming S-WY-51
22 General Docket 34 tracts 32 options
23 Eden Valley Exchange
24 Eden Farm Unit Subdivision
25 Irrigation Investigation for Eden Valley
26 Construction with Wyoming RR Corporation Trust Funds
27 Eden Valley Farm Unit Subdivision
28 Eden Program Revision
29 Eden Land Transfer 1961
Civilian Conservation Corps

Box No. 12

One wooden box of Engineering drawings. Box is approximately 6 cubic feet.

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