

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-164-86-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

- Item 1 was transferred to NARA in June 1987.
- Item 2 was transferred to NARA in June 1987.
- Item 3 was transferred to NARA in June 1987.
- Item 4 was transferred to NARA in June 1987.
- Item 5a was transferred to NARA in June 1987.
- Item 5b is presumed destroyed during processing.
- Item 6 was transferred to NARA in June 1987.
- Item 7 was destroyed at WNRC in June 1996.
- Item 8 was transferred to NARA in June 1987.
- Item 9 was transferred to NARA in June 1987.
- Item 10 was transferred to NARA in June 1987.
- Item 11 was transferred to NARA in June 1987.
- Item 12 was transferred to NARA in June 1987.
- Item 13 was transferred to NARA in June 1987.
- Item 14 was destroyed at WNRC in May 1987.
- Item 15a was transferred to NARA in June 1987.
- Item 15b was destroyed at WNRC in May 1987.
- Item 16 was transferred to NARA in June 1987.
- Item 17 was transferred to NARA in June 1987.
- Item 18 was transferred to NARA in June 1987.
- Item 19 was transferred to NARA in June 1987.
- Item 20 was transferred to NARA in June 1987.
- Item 21 was destroyed at WNRC in May 1987 and July 1988.
- Item 22 was destroyed at WNRC in May 1987.
- Item 23 was destroyed at WNRC in May 1987.

Item 6 was shown as superseded by N1-540-07-004 item 1a, but this is a mistake. Item 6 was a closed series. N1-540-07-004 item 1a covered similar records of a later date, so was technically a new item.

Date Reported: 11/29/2022

N1-164-86-001

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO	N1-164-86-1
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	4-8-86
1 FROM (Agency or establishment) DEPARTMENT OF AGRICULTURE		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION SCIENCE AND EDUCATION		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION COOPERATIVE STATE RESEARCH SERVICE (CSRS)			
4 NAME OF PERSON WITH WHOM TO CONFER JERRY L. WALLACE (NARA)	5 TELEPHONE EXT 763-7633	DATE 7-17-86	ARCHIVIST OF THE UNITED STATES <i>Frank A. Burke</i>

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 60 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>24 Mar 86</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>C. J. Hanson</i>	D TITLE <i>Assoc. Administrator</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	--SEE ATTACHED--		<i>23 items</i>

The purpose of this disposition request is to schedule the records of the Office of Experiment Stations and its successors located in various accessions in Record Group 164 at the Washington National Records Center. The records date from 1887 to 1973 and total approximately 500 cubic feet in volume.

The Office of Experiment Stations was established within the Department of Agriculture on October 1, 1888, pursuant to the provisions of the Hatch Act of March 2, 1887. The agency's purpose, as stated in the Act, was "to aid in acquiring and diffusing among the people of the United States useful and practical information on subjects connected with agriculture, and to promote scientific investigation and experiment respecting the principles and applications of agricultural science." This purpose, which has remained basically unchanged over the years, was accomplished by developing and maintaining a close cooperative relationship with State experiment stations. These stations, created and operated by the States after the passage of the Hatch Act, were part of the State land-grant college and university system, which also was engaged in agricultural teaching and extension work for farm people.

In cooperation with the State experiment stations, the agency encouraged and facilitated agricultural research through the use of grant-funds (perhaps the first use of this type of funding by the Federal government) for specific research projects. The primary areas of research interest were plant pathology, animal husbandry, agronomy, agricultural engineering, horticulture, and forestry. Later research was expanded to include home economics, agricultural economics, and rural sociology. Over the years, research moved from the solely practical to include the more theoretical and general, and research efforts expanded beyond a single experiment stations to include several within a geographical region. Funding was provided initially under authority contained in the Hatch Act and was later broaden by the Adams Act (1906), Purnell Act (1925), Bankhead-Jones Act (1935), Research and Marketing Act (1946), Hatch Act Revision (1955), which incorporated much of the previous legislation, and the McIntire-Stennis Act (1962). The coordinating, approval, monitoring, and evaluating of these multiple research efforts, while providing knowledgeable advice and assistance as well as friendly encouragement, was the agency's principal work.

From its earliest days, the agency was concerned with the

dissemination of information regarding on-going research projects and their interim and final results among the State experiment stations personnel as well as other interested parties. Beginning in 1889 and continuing through 1946, the agency published "The Experiment Station Record," a comprehensive review of the current literature and progress of agricultural research, including abstracts of experiment station work. From 1963 to 1973, the agency issued quarterly "The Agricultural Science Review," which was a critical, comprehensive review of published research, research in progress, and trends in research. The weekly "Experiment Station Letter," issued internally from 1949 to 1960, included discussions of current research projects. Besides these regular publications, over the years, the agency issued a constant stream of specialized issuances, dealing with a great variety of subjects. It should be noted that the State experiment stations disseminated the findings of their research work through various publications, principally, bulletins and circulars, distributed to agricultural scientists and the general farm population. (Many of these agency and experiment stations publications are available at the National Agricultural Library at Beltsville, Maryland.)

The agency's records covered by this disposition request document its operations and activities. Most of the record series have been recommended for continued preservation in the National Archives in their entirety or in part. An offer date of 1986 has been provided for them, with one exception. The disposable records generally are of a routine administrative and housekeeping nature. The permanent record series will complement those now in the National Archives (467 cubic feet, dating from 1888 to 1960) as well as expand their documentary and date span coverage. In some instances, the records are continuation of series, such as the General Correspondence Files, 1943-67; in others, they are new series documenting important functions not currently documented, such as the Annual Inspection and Progress Reports, 1906-73. These records, once joined with those in the Archives, will form an excellent source of documentation on the significant role played by Federal-State cooperation in the development of modern American agriculture, with its capacity to feed not only the Nation but the world.

ADMINISTRATIVE CHRONOLOGY, 1888 -- Present

October 1, 1888 -- June 30, 1915
OFFICE OF EXPERIMENT STATIONS

July 1, 1915 -- June 30, 1923
State Relations Service
OFFICE OF EXPERIMENT STATIONS

July 1, 1923 -- Feb. 25, 1942
OFFICE OF EXPERIMENT STATIONS

Feb. 26, 1942 -- Nov. 1, 1953
Agricultural Research Administration
OFFICE OF EXPERIMENT STATIONS

Nov. 2, 1953 -- Aug. 30, 1961
Federal-State Relations
Agricultural Research Service
STATE AGRICULTURAL EXPERIMENT STATIONS DIVISION

Sept. 1, 1961 -- Nov. 1963
Federal-State Relations
COOPERATIVE STATE EXPERIMENT STATION SERVICE

Nov. 1963 -- 1973
Science & Education
COOPERATIVE STATE RESEARCH SERVICE

1973 -- 1978
Conservation, Research, and Education
COOPERATIVE STATE RESEARCH SERVICE

1978 -- 1980
Conservation, Research, and Education
Science and Education Administration
COOPERATIVE RESEARCH

1980 -- 1982
Science & Education
Science and Education Administration
COOPERATIVE RESEARCH

1982 --
Science & Education
COOPERATIVE STATE RESEARCH SERVICE

J.E. Wallace
October 1985

PRINCIPAL PUBLICATIONS OF THE OFFICE OF EXPERIMENT STATIONS
AND ITS SUCCESSORS

1. ANNUAL REPORT ON AGRICULTURAL EXPERIMENT STATIONS, 1888-1959.

The Hatch Act of March 1887 required the Secretary of Agriculture to submit these reports to the Congress. PL 86-533 (June 29, 1960) did away with this reporting requirement. The reports are an excellent source of information, descriptive and statistical, on the administration and work of the agency and the experiment stations.

2. ANNUAL REPORT OF THE CHIEF OF THE OFFICE OF EXPERIMENT STATIONS, 1888-1953.

These reports were submitted by the head of the agency to the Secretary of Agriculture. The reports ceased after the Office of Experiment Stations was subsumed by the Agricultural Research Service in the 1953 departmental reorganization.

3. FUNDS FOR RESEARCH AT STATE AGRICULTURAL EXPERIMENT STATIONS, 1960-75.

This publication contained funding data previously provided in the ANNUAL REPORT ON AGRICULTURAL EXPERIMENT STATIONS, 1888-1959.

4. EXPERIMENT STATION RECORD, 1889-1946.

This publication provided a comprehensive review of current progress in agricultural research and home economics, plus abstracts of published research work by the experiment stations and others in the field. It was the agency's principal source for the dissemination of such knowledge.

5. EXPERIMENT STATION NEWSLETTER, 1949-60.

This publications was distributed weekly by the agency to the directors of the State experiment stations. It contained information on administrative matters, the status of current legislation, research highlights, and other announcements of interest to its audience.

6. AGRICULTURAL SCIENCE REVIEW, 1963-73

This quarterly publication was designed to facilitate agricultural research planning through the dissemination of pertinent information on the subject. It contained a critical, comprehensive review of published research, research in progress, and trends in research.

In addition to the above, over the years, the agency issued a great many specialized publications addressing matters relating to agricultural research and agency and station administrative subjects. These publications, along with those mentioned above, are available at the National Agricultural Library at Beltsville, Maryland.

It should be noted that the National Agricultural Library also has an extensive collection of the publications of the individual State experiment stations, consisting of annual reports, bulletins, and circulars, as well as many other specialized issuances, dating from their establishment in the last century. A large number of these publications are available on microfilm.

LISTED BELOW ARE THE SERIES COVERED IN THIS SF-115,
REQUEST FOR RECORDS DISPOSITION AUTHORITY.

1. GENERAL CORRESPONDENCE FILES, APRIL 1943 - JUNE 1967.
105 cu. ft.
2. GENERAL CORRESPONDENCE FILES - ALASKA, 1947-51. 6 cu.
ft.
3. EXPERIMENT STATION NEWSLETTERS, NOS. 1 - 578, AUGUST 5,
1949 - DECEMBER 30, 1960. 15 cu. ft.
4. AGENCY ISSUANCE DISTRIBUTION FILES, CA. 1935-55. 2 cu.
ft.
5. ANNUAL INSPECTION REPORTS, 1906-55. 33 cu. ft.
6. EXPERIMENT STATION PROGRESS REPORTS, 1956-73. 14 cu.
ft.
7. DISCONTINUED INDIVIDUAL PROJECT CASE FILES, 1942-73.
227 cu. ft.
8. TERMINATED COOPERATIVE REGIONAL RESEARCH PROJECT CASE
FILES, 1947-74. 34 cu. ft.
- 8A. FILES RELATING TO BANKHEAD-JONES ACT (JUNE 29, 1935)
RESEARCH LABORATORIES AND SPECIAL RESEARCH PROJECTS, 1935-
55. 7 cu. ft.
9. MINUTES OF REGIONAL STATE EXPERIMENT STATION DIRECTORS'
MEETINGS AND RELATED RECORDS, 1948-74. APPROXIMATELY 3 cu.
ft.
10. REGIONAL RESEARCH COORDINATOR'S MISCELLANEOUS FILES,
1947-67. 2/3 cu. ft.
11. REGIONAL RESEARCH FUNDS (RRF) ALLOTMENT RECORDS, 1948-
74. 3 1/4 cu. ft.
12. ASH CONSTITUENTS AND NITROGEN OF FARM PLANTS AND
PRODUCTS SURVEY CASE FILES, 1902-06. 1 cu. ft.
13. PRODUCTIVITY CAPACITY STUDIES FOR THE YEAR 1955, FALL
1951. 1 cu. ft.
14. RIVER BASIN REPORTS, 1948-52. 3 cu. ft.
15. REPORT ON FOOD AND AGRICULTURE: A PROGRAM OF RESEARCH
AND RELATED QUESTIONNAIRES AND WORKSHEETS. 7 cu. ft.

16. MISCELLANEOUS RECORDS RELATING TO THE ADMINISTRATION AND ALLOCATION OF FEDERAL FUNDS, CA. 1887-1956. APPROXIMATELY 2 cu. ft.
17. FEDERAL EXPERIMENT STATIONS REAL ESTATE AND FACILITIES FILES, CA. 1902-50. 1 1/4 cu. ft.
18. HISTORICAL RECORDS, DATING FROM CA. 1929 to 1965, COLLECTED BY DR. GEORGIAN ADAMS. 4 cu. ft.
19. PERSONAL FILES OF ROBERT W. TRULLINGER, 1927-45. 1 3/4 cu. ft.
20. FILES OF GEORGE F. BURKS, ASSISTANT ADMINISTRATOR FOR COOPERATIVE FORESTRY RESEARCH, 1964-69. 4 cu. ft.
21. DEAD RESEARCH PROJECT FILES, 1936-74. 15 cu. ft.
22. TERMINATED FACILITIES GRANT CASE FILES (PL 88-74), 1965-73. 8 cu. ft.
23. AD 419, RESEARCH WORK UNIT/PROJECT DESCRIPTION--RESEARCH FUNDS AND MANPOWER, 1972. 3 cu. ft.

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JERRY L. WALLACE
October 1985

1. GENERAL CORRESPONDENCE FILES, APRIL 1943 - JUNE 1967.
105 cu. ft.

Arranged alphabetically by a subject-numeric system.

These files consist of correspondence, memoranda, reports, studies, publications, and other material relating to the Office of Experiment Stations and its successors' administration of an extensive program of agricultural research conducted by State and Territorial experiment stations under Federal grant funds. The files document the agency's principal function: the planning, supervision, and coordination of the research program with individual stations and regional groups and within the Department of Agriculture. The agency's primary areas of research interest were plant pathology, animal husbandry, home economics, agronomy, agricultural engineering, horticulture, forestry, agricultural economics, and rural sociology. Grant funds for the research projects were provided under the Hatch Act (1887), Adams Act (1906), Purnell Act (1925), Bankhead-Jones Act (1935), Research and Marketing Act (1946), Hatch Act Revision (1955), which incorporated much of the preceding legislation, McIntire-Stennis Act (1962), and other supplementary legislation and executive orders.

Attached is a copy of the agency's file classification manual from the 1950's. The manual shows the arrangement of the files and provides a guide to their general contents.

WNRC Accession and Location Information:

56A17 1943-1949. 25 cu. ft. 13-88-9-6-3 thru -9-2-3
Boxes 5-12 4/1943 - 6/1945 8 cu. ft.
Boxes 16-23 7/1945 - 6/1947 8 cu. ft.
Boxes 28-36 7/1947 - 6/1949 9 cu. ft.

58A93 7/1949 - 6/1951. 10 cu. ft. 13-88-11-2-1 thru -11-3-4 Boxes 5-14

60A69 7/1951 - 6/1953 12 cu. ft.
Boxes 1-5 13-79-43-7-2 thru -43-7-6
Boxes 6-12 13-79-45-1-1- thru -45-2-1

62A852 7/1953 - 6/1955 12 cu. ft. 13-80-3-5-4 thru -3-3-3

63C4026 7/1955 - 6/1961 25 cu. ft. 13-88-19-3-3 thru -19-

7-3

Boxes 23-28 7/1955 - 6/1957 6 cu. ft.
Boxes 29-35 7/1957 - 6/1959 7 cu. ft.
Boxes 36-47 7/1959 - 6/1961 12 cu. ft.

65A2692 7/1961 - 6/1963 8 cu. ft. 13-88-23-3-2 thru -23-3-2

Boxes 6-13

67A4078 7/1963 - 6/1965 7 cu. ft. 13-63-48-1-1 thru -48-2-1

Boxes 4-10

70A3189 7/1965 - 6/1967 6 cu. ft. 13-82-4-3-1 thru -4-3-6

Boxes 4-9

DISPOSITION: PERMANENT, except that certain housekeeping files, such as those relating to supplies, space, and vehicles, and minor administrative correspondence, such as requests for publications, may be removed and destroyed during archival processing. Offer to NARA in ~~1990.~~ 1986.

Appraisal: These files constitute the principal source of information on the day-to-day operations and activities of the agency and the administration of an extensive Federal-State agricultural research program from 1943 to 1967. They warrant continued preservation in the National Archives because they document the significant contribution of the agency and the Federal government to the development and success of modern American agriculture, a cornucopia unto the world. The files are complete (only some personnel-related records appear to have been withdrawn) and in general good order. While provision has been made for the disposal of certain housekeeping files and routine administrative files, their volume is not large. I would recommend that "travel" files be retained because of the light they shed on the agency's direct personal contacts with experiment station personnel.

2. GENERAL CORRESPONDENCE FILES - ALASKA, 1947-51. 6 cu. ft.

Arranged alphabetically by a subject-numeric system.

These files consist of correspondence, memoranda, reports, studies, publications, and other material relating to the Office of Experiment Stations' special working relationship with the Alaskan experiment stations during the period 1947-51. Beginning on July 29, 1947, and continuing to July 1, 1949, research work of the Alaska experiment stations was administered by the Department of Agriculture, Agriculture Research Administration (all facilities having been transferred to it from the Territorial government and the University of Alaska), as provided by Public Law 266 of the 80th Congress. As a result of a Memorandum-of-Understanding between the Department and Territorial officials, the Agricultural Appropriation Act of 1950 returned to the Territorial government and the University of Alaska direct jurisdiction of the experiment stations and normal grant-funding was reinstated. This return of authority took place gradually in three phases, being completed in 1951. These files document the agency's major role in this special situation.

Note: Other documentation relating to the Alaskan stations is found in the agency's general correspondence files. These files during the 1950's are usually distinguished from other by distinctive yellow file folder labels.

WNRC Accession and Location Information:

60A166 1947-51. 6 cu. ft. 13-88-17-5-1 thru -17-5-6.
Boxes 1-6.

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986.

Appraisal: The history of the agricultural experiment stations in Alaska was an unhappy one from the time of their establishment in 1898. Facilities were opened and then closed for various reasons, and in 1932 the stations, which were then under Federal administration, were abruptly transferred to the Territorial government or ceased operation. Research work on the unique problems facing Alaskan agriculture suffered. In 1947, the Congress acted to establish a sound agricultural experiment station program for the Territory. These agency files are a primary source

of documentation on this successful undertaking on the part of the Department of Agriculture and thus warrant continued preservation in the National Archives. The files will also complement Alaskan experiment stations records, 1898-1932, now in the Archives.

3. EXPERIMENT STATION LETTERS (ORIGINALLY CALLED OES CIRCULAR LETTERS), NOS. 1 - 578, AUG. 5, 1949 - DEC. 30, 1960. 15 cu. ft.

Arranged by issue number.

This is a record set of Experiment Station Letters (originally called OES Letters), Numbers 1 - 578, issued from August 5, 1949, through December 30, 1960. The newsletter, which was normally published weekly, contained information on outstanding and unusual work being done at the stations, personnel changes, conferences held or being planned, awards, special events, important visitors, and other similar matters of interest to station directors and their staffs. Distributed with the newsletter were various attachments, including articles, copies of speeches, and name lists.

WNRC Accession and Location Information:

63A4026 1949-1960. 15 cu. ft. 13-88-17-6-5 thru -19-2-1. Boxes 1 - 15.

DISPOSITION: PERMANENT, except that duplicate copies of the publication, drafts, and background material may be removed and destroyed during archival processing. Offer to NARA in ~~1990~~ 1986.

Appraisal: These newsletters are a concise source of information on certain types of activities of the agency and individual experiment stations. They give a "flavor" of how the organization operated. The newsletters warrant continued preservation in the National Archives; however, duplicate copies of the publication, drafts, and certain background material (not necessarily all) may be removed and disposed of during processing.

4. AGENCY ISSUANCE DISTRIBUTION FILES, CA. 1935-55. 2 cu. ft.

Arranged by subject of issuance.

These files consist of various and sundry issuances distributed by the agency to the directors of State experiment stations. The issuances include copies of laws, studies and speeches on various topics, memoranda on administrative and operational matters, and of other material of interest to station directors. For many issuances, there are multiple copies. They are in printed or, most often, mimeograph form. Most issuances date from the mid 1930's. There is no transmittal documentation.

WNRC Accession and Location Information:

72A2457 1935-55. 2 cu. ft. 13-62-08-4-3 thru -08-4-4.

DISPOSITION:

a. One copy of each substantive issuance relating directly to the agency's operation. PERMANENT. Offer to NARA in ~~1990~~ 1986.

b. All other copies: Destroy immediately.

Appraisal: These issuances contain information similar to that contain in or distributed as attachments to the Experiment Station Letters, 1949-60. Issuances dealing with the administration and operation of the experiment station program warrant continued preservation (approximately 1/3 cubic foot); all others, including duplicate copies, should be disposed of during archival processing. While there are a number of important issuances in these files, overall they tend to relate to routine administrative and housekeeping matters or to non-program subjects. Also, the files do not appear to be complete.

5. ANNUAL INSPECTION REPORTS, 1906-55. 33 cu. ft.

Arranged alphabetically by State and thereunder in reverse chronological order by year.

The Office of Experiment Stations' specialist staff made visits annually to all State experiment stations. The purpose of these visits was to insure that Federal grant projects were being conducted properly in regard to plan of work, method of procedure, and allotment of funds, as well as to offer sympathetic encouragement to the station staff and to assist them in resolving problems and in planning for future research. The specialist staff reported their findings and made their comments and recommendations in the form of annual inspection reports. These reports usually present a discussion of the general situation at the station, improvements since the previous visit, income, personnel changes, and salary rolls, but the heart of the reports deals with the specific research projects undertaken by the station staff using Federal funds. Non-Federal projects usually are discussed only briefly. Reports are sometimes illustrated with photographs, and on occasion related correspondence is included. These reports provide a concise source of information on the operations and research work of the various experiment stations.

Also see the General Correspondence Files for records relating to these inspections and the Experiment Station Progress Reports, 1956-67, which contain information similar to that found in these reports.¶

WNRC Accession and Location Information:

54A697 1906-34 14 cu. ft. 13-88-23-5-2 thru -23-7-4

57A622 1935-37 3 cu. ft. 13-88-11-1-4 thru -11-1-6

61A1162 1938-40 7 cu. ft. 13-88-21-7-5 thru -23-1-5

61A1235 1941-55 9 cu. ft. 13-88-14-1-3 thru -14-2-5

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986.

Appraisal: Annual inspection reports offer a concise source of detailed information on the operations and research work at individual experiment stations, especially when used in conjunction with the published annual reports

of the stations, which are available at the National Agricultural Library and at the sponsoring State college or university. They are an important agency record and clearly warrant continuing preservation in the National Archives.

6. EXPERIMENT STATION PROGRESS REPORTS, 1956-73. 14 cu. ft.

Arranged alphabetically by State and thereunder chronologically by year.

The agency's specialist staff made annual visits to State experiment stations to review their operational practices and administration of Federal grant research work. Their findings, along with general comments and recommendations, were recorded in progress reports. During the 1950's the reports were prepared annually by the review team; starting the 1960's, comprehensive reviews were made biannually by a team headed by a Review Director with follow-up visits by staff specialists. While the format of the reports vary, they generally contain a discussion regarding the general situation at the station, expenditure of Federal funds, personnel matters, and specific research projects. These reports provide a concise source of information on operations and research work of the State experiment stations. They are very similar to the Annual Inspection Reports, 1906-55, although the word "inspection" is not used.

Also see the General Correspondence Files for records relating to these annual reviews.

WNRC Accession and Location Information:

69B14 1956-62 5 cu. ft. 13-87-37-6-2 thru -37-6-6
Boxes 26-30

72A2444 1963-67 6 cu. ft. 13-61-48-4-1 thru -48-4-6

74A0004 1968-73 3 cu. ft. 13-73-36-1-6 thru -36-2-2

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~, 1986.

Appraisal: The experiment station progress reports are a concise source of detailed information on the operations and research work at individual experiment stations. They are similar in content to the Annual Inspection Reports, 1906-55, which have also been proposed for permanent retention. These reports clearly warrant continued preservation.

7. DISCONTINUED INDIVIDUAL PROJECT CASE FILES, 1942-73.
227 cu. ft.

Arranged by year and thereunder alphabetically by State and then project number.

These project case files document scientific research as well as economic and sociological studies undertaken by State experiment stations, which were discontinued between 1942 and 1971. The great majority of the research projects were Federally funded under the Hatch, Adams, Purnell, Bankhead-Jones, Research and Marketing, and McIntire-Stennis Acts. Projects were discontinued when the research work was completed, its objectives underwent a substantive revision, or it was deemed unproductive. The research projects were usually proposed by the station directors and, in the case of Federally funded work, approved by the agency. The agency's staff used these files in coordinating, monitoring, and evaluating experiment station research work.

The type and format of the information contained these files remained fairly constant over the years. There were two principal documents: Annual Progress Reports and Final Reports, submitted to the agency by the station directors. The progress reports contain information on project title and number, source of funds, departments and cooperating agencies, personnel, nature of the work done during the year, major results, practical applications of results or public benefit, work planned for the following year, and publications issued. The final reports contained similar summary information, plus beginning and completion dates, estimated cost, problems encountered, final results, and publications. Also found in the files are project outlines and proposed revisions, if requested, project classification forms, used by the agency staff in the initial review and approval process; and, starting in the mid 1950's, a title and abstract form, which was prepared annually and gives a synopsis of the project.

WNRC Accession and Location Information:

54B0697 1942-44 6 cu. ft. 13-88-54-7-1 thru -54-7-6
Boxes 15-20

58B0093 1945-52 26 cu. ft. 13-88-11-3-5 thru -11-7-6
Boxes 15-17, 1945-46
Boxes 18-22, 1947-48

Boxes 22-31, 1949-50
Boxes 31-40, 1951-52

59A1720 1953-54 11 cu. ft. 13-79-43-5-3 thru -43-7-1

61A1161 1955-56 12 cu. ft. 13-80-28-4-3 thru -28-6-2

64A1015 1957-60, plus some 1956. 26 cu. ft. 13-88-19-7-5
thru -21-4-6

Box 1, 1956

Boxes 2-6, 1957

Boxes 7-12, 1958

Boxes 13-19, 1959

Boxes 20-26, 1960

66A1505 1961-62, plus some 1956-60. 16 cu. ft. 13-88-21-5-
1 thru -21-7-4

Boxes 1-8, 1961

Boxes 9-15, 1962

Box 16, 1956-60

69A0014 1963-65, plus some 1961-62. 25 cu. ft. 13-87-37-
2-1 thru -37-6-1

Boxes 1-9, 1963

Boxes 10-17, 1964

Boxes 18-24, 1965

Box 25, 1961-62

71A1236 1966-68, plus some 1963-65. 25 cu. ft. 13-87-10-
2-4 thru -10-6-4

Boxes 1-7, 1966

Boxes 8-15, 1967

Boxes 16-25, 1968

Box 25, 1963-65

73A0001 1969-71 36 cu. ft. 13-65-17-6-5 thru -19-5-4

74A0005* 1970-73 38 cu. ft. 13-66-04-2-3 thru -06-1-4

74A0006* 1972-73 6 cu. ft. 13-65-50-1-1 thru -50-1-6

*These accessions consist of Non-Federal research projects
only. Federal project files cut off in 1971.

DISPOSITION: ^{DESTROY} ~~offer to National Archives in 1996.~~

~~a. All project files for each year for the following
States—Alaska, California, Indiana, Mississippi, Missouri.~~

~~New York, North Carolina, Pennsylvania, Texas, Vermont, and Wisconsin. PERMANENT. Offer to NARA in 1996.~~

~~b. All others. DESTROY in January 1996.~~

1996 // Appraisal: I found the appraisal of these individual project case files particularly difficult. They are undoubtedly a candidate for archival preservation, representing as they do a tool used by the agency staff in the approval and monitoring of experiment station projects and the expenditure of millions of Federal-State dollars and a vast amount of human effort in agricultural research. If their volume was 25 or 50 cubic feet, I would retain them without question. However, the records total 227 cubic feet in volume, and thus their preservation in their entirety must be carefully considered and well justified. In the end, I concluded that the retention of a selective sample of project files from the most important stations located in various parts of the Nation would be sufficient. What follows are the reasons underlying this decision. Also, I have scheduled the permanent records to be offered and the temporary records to be destroyed in 1996. This was done at the agency's request; its staff wishes these files available through the centennial period and for a time thereafter for possible research purposes.

These discontinued individual project case files contain information on project objectives, staffing, funds expended, publications issued, and interim and final results. This information, given in detail and frequently updated with pertinent comments from the evaluating staff, would be of considerable value in documenting these projects (see item 8 of this schedule for an example of such files). This information as found in these files is too brief, too limited, too concise, too irregular, and, most importantly, too lacking in elaboration. The files, as a result, provide only a bare outline of a project--they do not tell you the full or even a good part of the story. The limited nature of the information and the lack of follow-up material results, I believe, from the use of the files as basically a control and monitoring tool; they were not the central collecting point for all documentation relating to the projects. Indeed, prior to the early 1950's, case files were not even maintained; the case files for period 1942 to ca. 1950 were created by the agency after the fact (I have seen internal memoranda on this). The key documentation appears to have been filed, and this continued after the project files were established, in the agency's general

correspondence files under such categories as "Projects," "Reports," and "Project Lists," as well as under more general categories like "Animals" and "Chemistry." Also, the annual inspection and, later, progress reports (see items 5 and 6) contain a great deal of specific information on individual research projects as concerns their progress and results, staffing, funds, and problems. For many projects, they are the best source of information.

Other factors to be considered are:

a. The files do not contain copies of publications documenting the results of the project. Normally, results were published in experiment stations' bulletins and circulars and in scientific journals. These publications also give a more detailed account of methodology than found in the case files. The publications are available at the National Agricultural Library and at the stations.

b. While the files can be useful in the study of agricultural research and how it was conducted, other sources, such as the annual inspection and progress reports, are much better and easier to use. These files do not need to be retained for this purpose.

c. The data in the files on research cost and personnel could be useful in econometric studies. Again, this data is available from several other sources (for examples, the statistical tables in the ANNUAL REPORT ON AGRICULTURAL EXPERIMENT STATIONS, 1888-1959, and FUNDS FOR RESEARCH AT STATE AGRICULTURAL EXPERIMENT STATIONS, 1960-1975). These other sources have been used by Yale and Iowa State University to do such econometric studies.

So, given the above, I recommend the retention of a selective sample of the case files.

8. TERMINATED COOPERATIVE REGIONAL RESEARCH PROJECT CASE FILES, 1947-74. 34 cu. ft.

Arranged by Region (North Central, Northeastern, Southern, and Western) and thereunder by project number.

These cooperative regional research project case files consist of, with some variation, project outlines and proposed revisions; annual progress reports; discontinuation statements, with project summaries; minutes of meetings; memoranda-of-understanding; analyses and evaluations; correspondence; and other related material. They document extensive, broad-ranging, and often long-term research concerning agricultural science and rural economics and sociology. The research was carried out on a regional (sometimes inter-regional as well) basis involving several State experiment stations. The results of these projects, interim and final, were normally published, but are not included in the case files. They are, however, usually listed in the annual and final reports and most are available at the National Agricultural Library, the concerned State experiment stations, or in scientific journals.

The cooperative regional research program was overseen by a Committee of Nine, consisting of selected station directors and specialists. The Committee was assisted by a technical committee and a regional administrative advisor for each project. The program was established in 1947 under the provisions of the Marketing and Research Act of 1946. The need for research on a regional scale had been recognized for a number of years; the Bankhead-Jones Act of 1935, it should be noted, had authorized the establishment of nine regional laboratories.

WNRC Accession and Location Information:

66A2174 1948-60 8 cu. ft. 13-80-20-6-4 thru -20-6-6 and -22-1-5

Boxes 1-2, North Central Reg.

Boxes 3-4, Northeastern Reg.

Boxes 5-6, Southern Reg.

Boxes 7-8, Western Reg.

67A4072 1961-65 7 cu. ft. 13-81-41-4-1 thru -41-5-1

Boxes 1-3, North Central Reg.

Box 3, Northeastern Reg.

Boxes 4-5, Southern Reg.
Boxes 6-7, Western Reg.

69B7244 1965-69 6 cu. ft. 13-87-16-4-1 thru -16-4-6
Boxes 3-5, Western Reg.
Boxes 5-6, North Central Reg.
Boxes 6-7, Southern Reg.
Box 8, Northeastern Reg.

71A6820 1969-70 3 cu. ft. 13-74-24-3-3 thru -24-3-5
Box 1, North Central Reg.
Box 2, Southern Reg.
Box 3, Western Reg.

72A7705 1970-71 3 cu. ft. 13-73-50-2-3 thru -50-2-6
Box 1, North Central Reg.
Box 2, Northeastern Reg.
Box 3, Southern Reg.
Box 4, Western Reg.

73A0003 1947-71 3 cu. ft. 13-81-32-2-5 thru -32-3-2
Box 1, North Central Reg.
Box 1, Northeastern Reg.
Boxes 1-2, Southern Reg.
Box 2, Western Reg.
(Box 3--Withdrawn by agency)
Box 4, Related reports and minutes.

76A0001 ca. 1972-74 2 1/2 cu. ft. 13-35-20-5-2 thru -20-5-3
Boxes 1-2 and 3 (partial), North Central, Western, Northeastern, and Southern Regions

70B6934 1968 1 1/2 cu. ft. 13-88-03-1-1 thru -03-1-2
Box 1, North Central and Northeastern Regions
Box 2 (partial), Southern and Western Regions

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986.

Appraisal: These terminated cooperative regional research project case files document significant agricultural scientific research and rural economic and sociological studies. These projects were broad in scope and often ran over a period of several years, with some as long as 20 years. The contents of these files differs markedly from that of the discontinued individual project files both in quantity and quality of documentation. This is because the projects required central control, coordination, and

monitoring. The case files will be of considerable value to researchers who wish to go beyond the published results of a project in understanding how it was conceived, conducted, and its final conclusions reached. These files clearly warrant continued preservation in the National Archives.

8-A. FILES RELATING TO BANKHEAD-JONES ACT (June 29, 1935) RESEARCH LABORATORIES AND SPECIAL RESEARCH PROJECTS, 1935-55. 7 cu. ft.

Arranged by Subject.

These files consist of correspondence, memoranda, reports, and other records relating to the implementation of the Bankhead-Jones Act of June 29, 1935, including the selection of basic research areas and the establishment of specialized regional research laboratory facilities, and the administering and monitoring of the laboratories and their research work over the years. They are of particular importance in documenting the role of the Office of Experiment Stations and its Chief, James T. Jardine, who served as Director of Research for the Department of Agriculture from March 1936 to February 1942, in implementing the Bankhead-Jones Act. These files were maintained by Henry W. Marston, who for many years served in the capacity of Research Coordinator for the Chief of the Office of Experiment Stations and later the Administrator of Agricultural Research Administration (ARA).

Note: Attached is a memorandum to the directors of Agriculture Experiment Stations, dated September 11, 1935, from the Secretary of Agriculture, Henry A. Wallace, dealing with the subject of the administration of the Bankhead-Jones Act. This memorandum will be of assistance to researchers in understanding these records as well as other related records in this collection.

WNRC Accession and Location Information:

59A1103 1935-55 7 cu. ft. 13-80-16-2-4 thru -16-3-4

DISPOSITION: PERMANENT. Offer to the NARA in 1990.

Appraisal: These files contain much original correspondence that normally would have gone into the Central File. As noted above, the files document the key role played by the Office of Experiment Station in the development the regional research laboratory system concentrating on basic or fundamental (as opposed to applied) research and the administering and monitoring of this research work. They are most important in documenting the early period during which the Chief of the Office of Experiment Stations served as the Departmental Director of Research. I recommend their permanent preservation.

9. MINUTES OF REGIONAL STATE EXPERIMENT STATION DIRECTORS' MEETINGS AND RELATED RECORDS, 1948-74. Approx. 3 cu. ft.

Arranged in binders by Region (Northeastern, North Central, Southern, and Western) and thereunder by year.

These minutes record the proceedings of the annual regional meetings--Northeastern, North Central, Southern, and Western--of State experiment station directors. The meetings dealt with a variety of topics of mutual interest to their participants. Their principal concern, however, was the regional research program. There were discussions of proposed projects, rejected projects, and the status of current projects, along with the need for project extension or revision. These discussions would form the basis for formal recommendations to the Committee of Nine, which provided overall direction to the regional research program. The agency used the meetings to inform the participants of Departmental matters, changes in or proposal for legislation, and the research funding outlook. Frequently attached to the minutes are name lists of individuals serving on special committees or task forces and correspondence and memoranda relating to the meetings. The minutes are a good source of information on the thinking and attitude of the regional State experiment station directors as concerns the regional research program and on their relationship with the agency. Minutes exist for the following regional meetings:

North Central Meetings, 1962-69, 1972
Western Meetings, 1948-57, 1962-69, 1972-73
Northeastern Meetings, 1957-74
Southern Meetings, 1956-72

NOTE: The agency has in its physical custody minutes that would fill in gaps in the above. They should be transferred to NARA with these records.

WNRC Accession and Location Information:

73A0003 1/3 cu. ft. Box 2 (partial) 13-81-32-2-6
North Central, 1965-69
(Box 3 of this accession also contained minutes; it was withdrawn by the agency in 1975.)

70A6934 1/3 cu. ft. Box 2 (partial) 13-88-03-1-2
North Central, 1962-64

Western, 1948-57

70B6934 1 cu. ft. Box 3 13-88-05-5-6
Western, 1962-64
Southern, 1956-61
Northeastern, 1957-62

76C0001 1/2 cu. ft. Box 3 (partial) 13-35-20-5-4
North Central, 1972
Western, 1972-73
Northeastern, 1970-74
Southern, 1969-72

71A5633 2/3 cu. ft. Box 1 (partial) 13-81-32-6-2
Northeastern, 1963-70
Southern, 1962-68
Western, 1965-69

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986.

Appraisal: These minutes of annual regional meetings of State experiment station directors are a good source of information on the thinking and attitudes of the participants regarding the operations of the regional research program and on their relationship with the agency and the Committee of Nine. They clearly warrant continued preservation in the National Archives. The agency should be requested to turn over to NARA any of the missing minutes which are in their custody.

10. REGIONAL RESEARCH COORDINATOR'S MISCELLANEOUS FILES,
1947-67. 2/3 cu. ft.

No arrangement.

This file consists of miscellaneous records apparently collected by the agency's regional research coordinator. Included in the file are records relating to the Committee of Nine, which directed the regional research program; the 1966 National Agricultural Research Policy Conference; and a swine panel meeting.

WNRC Accession and Location Information:

69A7244 2/3 cu. ft. Box 1 (partial) 13-87-16-3-5

DISPOSITION: PERMANENT, except that certain housekeeping records relating to the staging of meetings and conferences and other non-substantive material may be destroyed during archival processing. Offer to NARA in ~~1990~~ 1986.

Appraisal: This is a small hodgepodge collection of records. There is little worthwhile documentation in it that should not be included in the agency's official files. However, since I am not certain that they have been preserved or would be easy to locate, I recommend that these files be retained. After the marginal material is removed, the volume of the records will be quite small.

NOTE: Included in these files are records relating to regional research funds estimates and allotment. I have dealt with them separately as part of a larger collection of such records.

11. REGIONAL RESEARCH FUNDS (RRF) ALLOTMENT RECORDS, 1948-74. 3 1/4 cu. ft.

Arranged by fiscal year and thereunder by project and then by State and source of funds.

These records relate to the annual fiscal year allocation of regional research funds (RRF) for specific research projects and to the State experiment stations designated to undertake the work. Included are the official allocation files, dating from the beginning of the program in 1948, with the signed approval of the Committee of Nine, which was responsible for providing overall direction to the regional research program; proposals from State experiment station directors regarding the funding for individual projects; proposed and tentative allocations schedules; and various and sundry working papers. These records document the specific allocation of regional research funds, but they shed little light on the reasons underlying the allocations.

WNRC Accession and Location Information:

69A7244 1 1/4 cu. ft. Boxes 1 (partial) and 2. 13-87-16-3-5 thru -16-3-6

RRF Estimates and Allotments, 1960-64 (Mostly working papers).

72B7705 1/4 cu. ft. Box 4 (partial). 13-73-50-2-6

RRF Allocations, 1960-72.†

71A5633 1 1/4 cu. ft. Box 1 (partial) and 2. 13-81-32-6-2 thru -32-6-3

RRF Allocations, 1948-59.†

Working Papers, 1968-70.

76B0001 1/2 cu. ft. Box 2 (partial). 13-35-20-5-2

Proposed RRF Allocations, 1972-74.

RRF Allocations, 1972-74.†

DISPOSITION:

a. Officially approved RRF Allocation Schedules, 1948-74 (Indicated by an "*" on the above listing). PERMANENT. Offer to NARA in ~~1990~~ 1986.

b. Proposed and tentative allotments, related working papers, and duplicate material. DESTROY during archival

processing.

Appraisal: The official allocation schedules document the agency' role in distriubting regional research funds to individual projects and in the selecting of State experiment station to carry out the work. The funding data is available in other sources but in a less detailed form. These schedules, bearing the signed approval of the Committee of Nine, are the official documentation of this matter, and, as such, warrant continued preservation in the National Archives. The tentative and proposed allotments and working papers do not contain sufficient information--especially as concerns the reasons for specific allotments of funds--to warrant continued retention. They should be removed and destroyed during archival processing.

12. ASH CONSTITUENTS AND NITROGEN OF FARM PLANTS AND PRODUCTS SURVEY CASE FILES, 1902-06. 1 cu. ft.

Arranged by numbered section.

These survey case files document an early survey of the Office of Experiment Station regarding the ash constituents and nitrogen of farm plants and products. The files consist almost entirely of survey forms, entitled "Ash Constituents and Nitrogen of Farm Plants and Products," on which is recorded various data, including "Substance" (e.g. rice bran), "Reference" (Massachusetts State Bulletin 50, p. 7), and figures under such categories as "Water," "Ash," "Nitrogen," and "Potash," plus there is a "Remarks" section. Also found in the files is a small amount of data summaries, notes, and correspondence, mostly relating to attempts to secure data. Apparently, no report resulted from the survey; however, there are indications that data in the files was used by the Office as late as the 1930's.

WNRC Accession and Location Information:

59A20 1902-06 1 cu. ft. 13-88-23-5-1

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986

Appraisal: The data contained in these survey case files is undoubtedly useless for scientific research purposes. The files do, however, document an early and extensive scientific study by the agency, showing its survey techniques and the available data sources, and, as such, warrant continued preservation in the National Archives.

13. PRODUCTIVE CAPACITY STUDIES FOR THE YEAR 1955,
prepared during the Fall of 1951. 1 cu. ft.

Arranged alphabetically by State.

In 1951, the Department of Agriculture and land-grant colleges and universities, working through State experiment stations, established State committees on farm production to study and make projections of their respective states' maximum agricultural production capacity in 1955. This was done as part of the Federal government's national defense effort and was to insure the availability of the necessary food and fiber in case of national mobilization. The State committees' reports, which cover such matters as land and equipment availability and crop production, were submitted to the Department in the Fall of 1951. This collection contains reports from 40 of the then 48 States.

Note: Other material relating to agricultural production during mobilization can be found in the General Correspondence Files under the category "War".

WNRC Accession and Location Information:

60C166 Fall 1951 1 cu. ft. 13-88-17-6-4

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986.

Appraisal: These reports document projections of agricultural production capacity in case of national mobilization as well as shed light on the state of American agriculture in the early 1950's. They clearly possess sufficient value to warrant continued preservation in the National Archives.

14. RIVER BASIN REPORTS, 1948-52. 3 cu. ft.

Arranged by year and thereunder by name of basin or geographical area.

These records, consisting of minutes of meetings, reports and studies, and other material, dating from 1948 to 1952, document the agency's involvement in the extensive investigation and study regarding the development of river basin resources, such as for purposes of power generation, navigation, and flood control. The agency undertook this work as a representative of the Department of Agriculture on the Federal Interagency River Basin Committee (1943-54). It was also involved with special ad hoc subcommittees on the Columbia River Basin, the Missouri River Basin, New England and New York, and the Pacific Southwest. This file was maintained for the staff's reference use and does not document in any way the agency's specific contribution to the Committee's work.

WNRC Accession and Location Information:

60B166 1948-52 3 cu. ft. 13-88-17-6-1 thru -17-6-3
Boxes 7-9

DISPOSITION: DESTROY IMMEDIATELY.

Appraisal: This special file was maintained by the agency for its staff's reference use. Around 95% or more of the file consists of mimeographed or published copies of Federal Interagency River Basin Committee and subcommittees' reports, studies, minutes of meetings, and like material. There is very little agency material in the files and what is there is of a minor nature. It usually is white carbon copies and relates to the transmittal of Committee reports and minutes of meetings. I am certain that any substantive agency correspondence and reports pertaining to its work on the Committee will be found in the agency's General Correspondence Files and in the files of the Secretary of Agriculture. In RG 315 the Archives has the official copies of the reports and minutes of meetings included in this reference file. Thus, since the files possess no further value to the agency itself, I recommend that they be scheduled for immediate disposal.

15. REPORT ON FOOD AND AGRICULTURE: A PROGRAM OF RESEARCH, AND RELATED QUESTIONNAIRES AND WORKSHEETS. 7 cu. ft.

Arrangement: The report is divided into three parts and thereunder into individual units; the questionnaires are arranged alphabetically by State.

The Report on Food and Agriculture: A Program of Research was prepared in response to a directive contained in a June 2, 1961, report of the House Committee on Appropriations (Report No. 448, 87th Congress, 1st Session). The key portion of the directive reads as follows:

"....The many and varied problems of agriculture, as well as many consumer problems relative to food and home economics, continue to increase the need for additional research beyond funds that can be provided to meet them...The Department is directed, therefore, to make a thorough review during the coming year of research by private organizations, State Experiment Stations, and agencies of the Department to determine (1) the importance of research now being conducted as compared to additional research needs which have not yet been met, and (2) how more of these research needs can be met on a cooperative basis with the many private agencies in the field of agriculture. A full report by the Research Administrator should be submitted to the Committee in connection with its review of the F. Y. 1963 budget."

The introduction of the reports provides the following description of its purpose: "The report represents a summary of the current research programs of private organizations, State Experiment Stations, and agencies of the Department. Projections of programs for the next five years were developed in consideration of the additional research needs which have not yet been met. It emphasizes a cooperative approach by all organizations to the solution of the problems of food and agriculture and to the expansion of the horizons of knowledge in the many related sciences."

The report is divided into three parts: Part I (Jan. 1962) is a narrative summary of the thorough review of the research conducted by private organizations, State experiment stations, and agencies of the Department of Agriculture; Part II (Feb. 1962) consists of tables summarizing data concerning current and projected research by professional manhours, commodity and function, and State and other locations, and the need for additional facilities

assembled in the study; and Part III (Jan. 1962) consisting of 25 individual unit reports, each dealing with various phases of agricultural research, such as animal disease and parasites, engineering, animal husbandry, crops, and marketing economics. The period covered is Fiscal Year 1963 through 1967. The volume of the report is approximately 1 cubic foot.

The questionnaire is entitled "Summary of Current Programs and Recommendations for Future Programs, 1963-67." Each experiment station was asked to complete it, and the data was summarized on worksheets for each State. This data was used in the preparation of the report and was presented in the form of statistical tables in Part II of the report. The volume of the questionnaires is 5 cubic feet, the worksheets, 1 cubic foot.

WNRC Accession and Location Information:

63B4026 1961 7 cu. ft. 13-88-19-6-2 thru -19-7-2
Boxes 16-22
Box 16, Report
Box 17-21, Questionnaires
Box 22, Worksheets

DISPOSITION:

- a. Report on Food and Agriculture: A Program of Research. PERMANENT. Offer to NARA in ~~1990~~ 1986.
- b. Questionnaires and Worksheets: DESTROY IMMEDIATELY.

Appraisal: This is a very significant report. It was prepared at the direction of the Congress and served as the basis for the cooperative approach to agricultural research that was followed in the 1960's. While other copies of the report exist, a copy of it should be retained with the agency's records, given the agency's involvement in its preparation and its impact on the agency's operations.

The raw data contained in the questionnaires has been thoroughly summarized and presented in the Report. Thus I recommend that the questionnaires, along with the related worksheets, be destroyed immediately.

16. MISCELLANEOUS RECORDS RELATING TO THE ADMINISTRATION AND ALLOCATION OF FEDERAL FUNDS, CA. 1887-1957. 1 cu. ft.

a. QUARTERLY CERTIFICATION OF STATION ALLOTMENTS, 1909-37. 2 inches.

Arranged chronologically by year.

Office of Experiment Station copies of letters from the Secretary of Agriculture to the Secretary of the Treasury, certifying, as required by the Congress, that the listed State experiment stations were entitled to quarterly installment of Federal funds. Attached to the letters are tables listing the stations, the amount of money they were to receive under the concerned acts, and the designated recipient of the funds.

b. CERTIFICATION OF INTEREST EARNED ON AND CREDITED TO FEDERAL FUNDS ACCOUNTS, 1933-39. 2 inches.

Arranged chronologically by fiscal year.

Lists of States and interest earned on their allocated funds prepared at the end of each fiscal year and some related documentation. This information was provided to the Department of the Treasury.

c. STATE ANNUAL CERTIFICATION OF OFFSET TO THE BANKHEAD-JONES ACT, 1936-37. 1 inch.

Arranged chronologically by fiscal year.

Annual statements submitted to the Secretary of Agriculture by the directors of State experiment stations certifying that the concerned States had provided funds to offset those provided by the Bankhead-Jones Act. The State funding source and the amount of the offset is given.

d. STATE ASSENT FILES, 1888-1938. 1/3 inch.

Arranged alphabetically by name of State, with a special

memorandum file at the beginning of the series.

Records (originals and copies) documenting the acceptance by the various States of the provisions of the Hatch (1887)^e, Adams (1906)^e, Purnell (1925)^e, and Bankhead-Jones (1936) Acts regarding the use of Federal grant funds in connection with the operations of State experiment stations. These records were apparently collected in 1938 and are not complete in a few instances. At the beginning of the series is a file containing valuable historical information on the assent and organization dates for State and Territorial experiment stations; included is a memorandum to R. W. Trullinger, Assistant Chief, from a "J.M.A.", dated December 12, 1938, as well as correspondence with certain experiment stations.

e. SUSPENSION OF FUNDS CASES, CA. 1911-56. 6 inches.

No arrangement.

These cases relate to the suspension of the payment of Federal grant funds to certain experiment stations as a result of their failure to meet the requirements regarding the use of such funds as provided by the Congress. The individual cases are as follows:

1) Georgia State Experiment Station, 1911-19. The case centered around who could properly be designated to receive Federal funds and an attempt to gain control of the station by a group of individuals.

2) Mississippi State Experiment Station, 1930. The case relates to political interference in the operation and personnel of the Station by the then Governor of Mississippi, Theodore Bilbo. The case file has been marked "Confidential".

3) University of Massachusetts, 1954-56. The case involved interference in the operation and personnel of the State experiment station by various State agencies, particularly, the Division of Personnel and Standardization.

f. OPINIONS AND RULINGS REGARDING FEDERAL GRANT FUNDS,
1887-1957.

No arrangement.

A publication of the agency providing selected short abstracts of rulings and opinions on Federal grant funds, 1887-1957, with references and an index. This is a revised edition of an earlier publication.

WNRC Accession and Location Information:

72A2457 1887-1957 1 cu. ft. 13-62-08-3-6 thru -08-4-1
Boxes 2 (partial) and 3 (partial)

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986.

Appraisal: These miscellaneous records relating to the administration and allotment of Federal grant funds possess varying degrees of informational and evidential value. The State Assent Files and Suspension Case Files possess the greatest value to researchers; the other material is of marginal archival value. Given the age of the records and the small volume involved, I recommend that all be preserved in the National Archives. It should be noted that the records are not in good order and that most will require new file folders.

17. FEDERAL EXPERIMENT STATIONS REAL ESTATE AND FACILITIES FILES, CA. 1902-50. 1 1/4 cu. ft.

Arranged alphabetically by name of station.

These files, which consist of correspondence, memoranda, reports, blueprints, drawings, maps, and other records, document the acquisition and disposition of land and the construction, maintenance, and disposition of buildings at Federal experiment stations. They relate to stations in Alaska, ca. 1923-33, with some material dated 1947-50; Hawaii, 1923-36; and Puerto Rico, 1902-43. The Division of Insular Stations, OES, was responsible for real estate matters and facilities at these stations during most of the time period covered and for maintaining these files. The records are a good source of historical information on these Federal station as concerns their establishment, development, and growth, and eventual disestablishment or transfer to Territorial governments. Of particular interest if the material relating to the close-down of the Alaskan stations in 1932, which had a major long-term impact on agricultural research in that territory.

WNRC Accession and Location Information:

72A2457 1902-50 1 1/4 cu. ft. 13-62-08-3-5 thru -08-3-6
Boxes 1 and 2 (partial)

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~ 1986

Appraisal: These files are an important source of historical information on the Federal government's administration of its territorial experiment stations. They clearly warrant continued preservation in the National Archives. The files may also possess continuing legal and administrative value to the agency.

18. HISTORICAL RECORDS, DATING FROM CA. 1929 TO 1965,
COLLECTED AND MAINTAINED BY DR. GEORGIAN ADAMS. 4 cu. ft.

a. Dr. Georgian Adams' historical files relating to the history of the Office of Experiment Stations and its successors and of the State experiment stations, especially as concerns food and human nutrition and the general field of home economics. Included in the file are articles, speeches, reports, special studies, and bibliographies. Of particular interest are Dr. Adams' article "Fifty Years of Home Economics Research," which appear in the JOURNAL OF HOME ECONOMICS (Vol. 51, No. 1, Jan. 1959) and articles and speeches relating to the centennial of the land-grant colleges; and material concerning the history and research trends in home economics. (1 cubic foot; box 3)

b. Guide to Home Economics Research, 1918-55, and later. Binders containing lists of completed research in home economics conducted by home economics departments in colleges and universities and at State experiment stations. Research areas included are food and nutrition, clothing and textiles, economic and social matters, and household equipment. (1/2 cubic foot; box 1)

c. Report of Dr. Gladys Royal, compiled 1965. This report reviews current research in human nutrition at State experiment stations. The report is broken down into subject areas and thereunder by Federal and non-Federal projects. Information is given on project objectives, progress, and any resulting publications. (1/2 cubic foot; box 1)

d. Binders containing lists of home economic thesis titles, 1918-63, and notes on graduate studies in home economics, 1934-42. (1 cubic foot; box 2)

e. Card file of terminated projects, 1918-68, relating to research in home economics at State experiment stations. The cards are arranged by State and are color-coded to indicate the type of research, for example, white cards are for dairy food projects. Each card gives the title and an abstract of the project, plus the names of the project leaders, source of funding, and other like information. (1 cubic foot; box 4)

WNRC Accession and Location Information:

71A1237 1918-68 4 cu. ft. 13-61-48-3-3- thru -48-3-6

DISPOSITION: PERMANENT. Offer to NARA in ~~1990.~~ 1986

Appraisal: In some instances, the records found in Dr. Adams' history files exist elsewhere; for example, in the agency's General Correspondence Files and in the collection of published materials at the National Agricultural Library, but other records are probably unique or would be difficult to locate. Dr. Adams' collection also offers a fairly concise source of information on research in home economics, some of which, it appears, would be extremely valuable to researchers. The continued preservation of these records is recommended.

19. PERSONAL FILES OF ROBERT W. TRULLINGER, 1927-45. 1 3/4 cu. ft.

Arranged alphabetically by name or subject with a few specialized files at the end of the series.

These files contain the personal correspondence (white carbon copies) of Robert W. Trullinger. Mr. Trullinger joined the agency's rural engineering unit in 1912. By the 1920's he had risen to the position of Senior Agricultural Engineer. From 1938 to 1945, he served as the agency's Assistant Chief. In 1946, Mr. Trullinger was named Chief, a position he held until his retirement in 1955. These files document his activities during the period from 1927 through 1945. The correspondence from 1927-37 relates primarily to his interest in agricultural engineering and is mostly with private individuals and engineering organizations. The files from 1938 to 1945 reflect Mr. Trullinger's role as Assistant Chief and contain material concerning the day-to-day operation of the agency. At the end of the series are a few special files relating to such matters as agricultural radio programming, personnel matters during World War II, correspondence with Raymond Olney, Secretary of the American Society of Agricultural Engineers, and special comprehensive reviews of the agency operations.

WNRC Accession and Location Information:

72A2457 1927-45 1 3/4 cu. ft. 13-62-08-4-1 thru -08-4-2 Box 3 (partial) and 4.

DISPOSITION: PERMANENT. Offer to NARA in ~~1990~~. *1986*

Appraisal: Robert W. Trullinger played an important role in the agency's operations during the years covered by the files, first as the agency's Senior Agricultural Engineer (1920's to 1937) and later as Assistant Chief (1938-45). He and a few other highly intelligent and highly motivated individuals were largely responsible for the agency's success in meeting the great challenges posed to American agriculture during the Great Depression and the World War II. These files document his contribution as well as shed considerable light on the operation of the agency. They clearly warrant continued preservation in the National Archives. It should be noted that the "A" file category is missing and that all file folders need to be replaced.

These records will continue the Trullinger papers, 1913-27,
now in the holdings of the National Archives.

20. FILES OF GEORGE F. BURKS, ASSISTANT ADMINISTRATOR FOR COOPERATIVE FORESTRY RESEARCH, 1964-69. 4 cu. ft.

Mostly arranged by subject.

These files were apparently maintained by George F. Burks, Assistant Administrator for Cooperative Forestry Research, but they also include material belonging to W. H. Cummings, Principal Forester, and Dr. Philip M. Joranson, who served on several task forces. The files, which date from 1964 to 1969, consist of correspondence, memoranda, studies, and reports, including drafts, budget justifications, miscellaneous working papers, and publications. While much of the material is nonrecord, some official records are intermixed in the files. The files relate to the agency's administration of the McIntire-Stennis Cooperative Forestry Research Act (Public Law 87-788), passed by the Congress in 1962, which provided for forestry research and the development of a trained pool of forestry scientists and managers; and its involvement in departmental and interdepartmental task forces concerned with "Great Society" economic development programs, such as those for Appalachia and the Ozarkia regions, and the future of forestry and forestry research in general. The files help to document the agency's attempt to raise forestry research and management to a separate and distinct field from its past subordinate role as a part of general agricultural research and to develop a national cooperative forestry program similar to that established by TVA within its region.

WNRC Accession and Location Information:

72A2448 1964-69 4 cu. ft. 13-72-21-1-1 thru -21-1-4

DISPOSITION: PERMANENT, except that housekeeping and non-substantive records, such as working papers, as well as duplicate publications may be disposed of during archival processing. Offer to NARA in ~~1990~~ 1986.

Appraisal: These files pose a difficult appraisal problem. Much of the material in them will be found in the agency's official files, but some will not. The records relating to task forces, while existing elsewhere, are probably easier to access in these files and in regard to background documentation may ever be more complete. One could argue that the nonrecord publications (1 cubic foot) should be destroyed, yet they show what sources of information

(particularly as concerns TVA's cooperative forestry operation) top agency officials were drawing upon in their attempt to develop a cooperative forestry research program on a national scale. McIntire-Stennis budget material is undoubtedly available from several other sources, but these files include unique material supplied by the individuals responsible for the forestry program and cover budgets during the first important years of the program's implementation. Given the above, I have concluded that these files should be preserved but that housekeeping and any other non-substantive and duplicate materials should be disposed of during archival processing.

21. DEAD RESEARCH PROJECT FILES, 1936-74. 15 cu. ft.

Arranged by project code numbers.

This collection of dead research project files was maintained by the Central Project Office, which organizationally came under the Administrator of the Agricultural Research Service (ARS). It remained there until the mid 1960's when it was transferred to the Cooperative State Research Service, where the collection was maintained by the Research Referral Office. The files are arranged by project code numbers; for example, N1 1, which indicates that it is Northern Region Project Number 1. The documentation consists of AD Form 145, Work Project Description; AD Form 416, Research Work Unit/Project Description; and OA Form 24, Research Project (Public Law 480)--all of which describe specific research projects and contain authorizing signatures. They are mostly carbon copies of the originals or mimeographed copies. On occasions other related documents are attached to these forms.

Dead projects are simply once activity projects that were ended. Each form is stamped with the reason for its cancellation along with the date and other information. The basic categories were "Discontinued," with date and authority; "Superseded," with date succeeding project number; "Terminated," with date; "Transferred to...", with date and new project number; and "Number Changed to...", with date. Sometimes attached to the forms is a DA Form 146, Project Discontinuances and Extensions, or other documentation stating why the project was discontinued.

All the projects in this collection appeared to have originated within the bureaus of the Department of Agriculture, as opposed to having been proposed by field activities. However field activities, principally experiment stations, usually were involved in some form in carrying out the research. I suspect that these dead project files must have been part of a much larger collection of active project files, which was used to monitor and control departmental initiated research projects. After its transfer to the Cooperative State Research Service, the collection was probably used in its role of coordinating research.

WNRC Accession and Location Information:

73A0002 1936-68 5 cu. ft. 13-84-20-5-1 thru -20-5-6

73A865 1948-68 5 cu. ft. NOT LOCATED

74A0002 1951-71 5 cu. ft. 13-74-54-2-5 thru -54-3-3

74A0003 1962-68 3 cu. ft. 13-73-2-1-4 thru -2-1-6

75A0001 1936-74 2 cu. ft. 13-33-38-4-1 thru -38-4-2

DISPOSITION: DESTROY IMMEDIATELY.

Appraisal: I recommend the destruction of these dead research project case files. They served the purpose of a control file. The information in them is minimal and is found, along with much more complete information, in the regular project case files.

22. TERMINATED FACILITIES GRANT CASE FILES (PL 88-74)q
1965-73. 8 cu. ft.

Arranged alphabetically by State and thereunder by grant number.

Public Law 88-74 provided Federal grant funds, matched by those of the recipient, for the acquisition, construction, and/or renovation of State experiment station research facilities. The case files consist of various documents relating to the experiment station's proposal for the use of the funds, the agency's approval of the project, and the monitoring of the project through completion.

WNRC Accession and Location Information:

74A0001 1965-73 8 cu. ft. 13-68-56-2-3 thru -56-4-1

DISPOSITION: DESTROY IMMEDIATELY.

Appraisal: These case files document the routine administration of a rather modest grant program for improving State experiment station research facilities. Most of the documentation relates to the approval of the grant and monitoring expenditure of funds; there is not a great deal of information on what was being constructed. The amount of funds involved in the grants was fairly small, usually in the ten to twenty thousand dollar range. I believe that these files, which are all now over 10 years old, can be destroyed, their legal and fiscal value having ceased.

23. AD 419, RESEARCH WORK UNIT/PROJECT DESCRIPTION-RESEARCH FUNDS AND MANPOWER, 1972. 3 cu. ft.

Arranged alphabetically by State.

These AD 419 forms were submitted to the agency by each State experiment station. They document fiscal year expenditure of funds by source and of man years spent on individual research project. The form served as an input document for CR&S.

WNRC Accession and Location Information:

74B0001 1972 3 cu. ft. 13-68-56-3-5 thru -56-4-1
Boxes 9-11

DISPOSITION: DESTROY IMMEDIATELY.

Appraisal: These AD 419 served as an input document for the Current Research Information System (CRIS)e, which is an automated storage system for data on State experiment station research projects. The systems tapes are permanent records per NCl-310-80-2, item 191(f)e. Thus there is no reason to retain these forms. Furthermore, there are no other accessions of these forms at WNRC, which leads me to believe that they are already scheduled for disposal, probably under item 191(a)(1) of NCl-310-80-2.

CLASSIFICATION MANUAL

Invoices

Reimbursement

- ACCOUNTING (Alaska, PR, VI) Adjustment of Expenditures, B&F Memo, Journal Voucher, Taxi Bus
- 1 Bonding of Employees
- Deposits of Funds
- 3 Disbursements - Vouchers - Receiving Vouchers concerning trip - SF 1034 A
- 3-1 Authorization to sign or Certify - Form SES 58
- 4 Expenses - Salaries and Expenses Payment to States
- 4-1 Apportionments - Status of Employment & Funds Report
- 4-2 Quarters Allowance
- 5 Obligation Statements (Alaska, PR, VI) *monthly*
- 6 Payrolls - Salaries - Payroll Change Slip (SF 1126) Final Salary Payment Report *(Form 23)*
- 6-1 Salaries Checks - Receipts - SES Employees *(Form 139)*
- 7 Receipts - Collection
- 7-1 Checks - Money Orders - Currency - (Checks for Deposits (Alaska, PR, VI) Records of Public Funds received ~~(State)~~)
- 7-2 Sales Funds
- 7-3 Fees for Government Services

AGRICULTURAL ENGINEERING (Except A.S.A. E.) See Association 3

ANIMALS

- 1 Animal Products (Dairy Products - Eggs - Meats)
- Diseases - *POISONOUS*
- 3 Domestic
- 3-1 Cattle & Goats & Sheep
- 3-2 Horses & Mules
- 3-3 Poultry
- 3-4 Swine
- 4 Feeding
- 5 Parasites
- 6 Fish, Birds, Games & Wildlife

- APPROPRIATIONS - *Certificate for payment during fiscal year*
- Commodity Distribution of Obligation - RRF for Regional Project
- B.F.D. Forms 32, 45, 50, 66 (Personnel Service Expenditure Report)
- Reimbursement (Station) Funds Availability - Special Funds - Trust Funds
- 1 Allotments (Alaska, PR, VI) Mass trouble in Policy file - *Lump sum obligation*
- 1-1 Certification to Stations (Public Voucher for Purchase & Service other than Personnel)
- 1-1-1 Officers Authorized to receive Federal-grant Funds
- 2 Adams - Hatch - Purnell Funds
- 3 Bankhead-Jones Fund - RMA - Regional money for research - 9b3 - RRF - Federal-grant Funds - Transfer of funds on Projects - Funds Estimate for Research - Research & Marketing Acts

APPROPRIATIONS

- 3-1 Certificat of Offset - Forms 36 & 37 - SES Form 613 (L&E)
- 4 Budget (Estimates) (Alaska, PR, VI) (Budget Hearing) Project Obligation Est.
- 5 Expenditures - SES 2-11-12-13-24-55-63 - Form 13 - Form 24
- 5-1 Financial Reports (Certificate of Interest) (SES 94) Financial Report of Expenditures
- 5-2 Retirement Deduction & Deposits (Classify by State if for Station)

(List of suppl. expenditures sent after inspection trip filed under Inspection 1 (State)(Year))

ASSOCIATIONS (Clubs - Societies) (A.I.B.S. - American Institute of Biological Sciences)

- 1 Land-grant Colleges & Universities - American Asso. of Land-grant Colleges
- 1-1 Committees
- 1-1-1 Experiment Stations Organization and Policy (ESCOPE)
- 1-1-1-1 Training for Government Service
- 1-1-1-1-2 Home Economics
- 1-2 Secretary-Treasury (Cooper's Correspondence)
- 1-3 Sub-Section on Experiment Station Work
- 2 A.H.E.A. Home Economics
- 3 A.S.A.E. - Agric. Engineering - Amer. Society of Agricultural Engineers
- 4 Rural Sociological Society of America
- 5 American Society of Agronomy - Emeritus Members
- 6 Food & Agriculture Organization
- 7 National Projects in Agricultural Committee (N.P.A.C.)

AUTHORIZATIONS - *Special Conveyance* Delegation of Authority (Classify by subject matter involved) Alaska, et

BIOGRAPHY

BUILDING and LAND (Except Space) Alaska, PR, VI

- 1 Acquisition - Construction - Purchase - Repair - Deeds (Alaska, PR, VI)
- 2 Disposition - Transfer - (Alaska, PR, VI)
- 3 Lease - Rental - Permits - *Revocable Permits* Termination of Quarters - Salary Ded. for Quar. & Ser.

CERTIFICATES (General Only: See Index)

CHEMISTRY (Drugs) Maleic Hydrzide - Biologic - Chemurgy - Acid - Nitrates - Sontanin

1 New Drugs (Chemurgy) Utilization of Farm Products - Waste Farm Products

Claims (General Only) Classify by subject matter by which claims arises

COMMITTEES (Except Land-grant Colleges & Universities - See Association 1)
(Classify alphabetically by name of committee when necessary)

COMMITTEES (ESMRAC) (Advisory) (Progress Reports) (PR)

- 1 O.E.S. Representatives (None departmental representatives: See Public Relation 6)
- 2 RMA - Committee of Nine Tech. Com. Meeting - Minutes of Tech. Com. meetings
- 3 Interdepartmental Committee on Scientific Research & Development (ICSRD)
- 4 ACR Research Policy Committee (ARPC) - **AGRICULTURE RESEARCH COUNCIL**

COMMUNICATIONS

- 1 Check List
- 1-1 Circular Letters - Printed matter sent to all stations (Cross Index)
- 1-1-1 SES Circular Letters - Pink Letterse e e e

- 2 Mail (Postage)
- 2-1 Penalty (Franking) Privilege - Forms 102
- 2-2 Reports (Includes Mail & Telephone Information)

- 3 Preparation of Correspondence 1 1

- 4 Telegraph - Telephones - Teletype - Radio - Cablegram - Television e e

CONSERVATION 1

COOPERATION e

- 1 Cooperative Agreements - Memoranda of Understanding (Alaska, PR, VI)
- 2 Federal - State Relations Also Interbureau Relationships

- 3 National Regional Cooperative Research
- 3-1 Butter
- 3-2 Nutritive Value of Foods
- 3-2-1 Reports 1
- 3-3 D D Mixture as a Nematocide

- 4 Services, Offer of

CROPS (Classify alphabetically by name of crop) (Alaska, PR, VI) e

- 1 Diseases
- 2 Insects (Aphids - Nematodes) & Pests (Alaska, PR, VI)

- 3 Planting Material
- 3-1 Lists (Reports of Plant Distributions)

ECONOMICS - Consumers Research - Farm Product - Table of Funds available for Research - Request for list of Pub. Report of Research in Food, Human Nutrition

- 1 Agricultural Marketing Service

- 2 Plans
- 2-1 Agricultural (Land Use) Planning - Construction of land & Water resources
- 2-2 Post War (Defense) Planning
- 2-3 Farm Labor Program

- 3 1 Production (Production Goals) Surplus Products
- 3-1 Production Goal Committee Reports

- 4 Statistics - Survey - Census - Documents - Documents - Questionnaires

- 5 Food Consumption Survey

- 6 Home

EDUCATION 1 u 1

- 1 Schools - Curricula

- 1-1 Graduate School (USDA)

EXPLOSIVES

FERTILIZER

FINANCE

- 1 Insurance
- 2 Interest (Except Certificates of Interest - See Appropriations 3-1)
- 3 Taxes
 - 3-1 Exemption Certificates
 - 3-2 Sales
 - 3-3 Victory (Federal & State, Income, Withholding)
- 4 War Savings (Bonds & Stamps)
- 5 Fees for Licensing Activities

FIRE

FOOD

FORESTRY

- 1 Farm Forestry
- 2 Products

FOREIGN RELATIONS (Visitors)

- 1 Blocked Nationals
- 2 Exports - Imports
 - 2-1 Export Licenses
- 3 Latin America

FORMS

GARDENS

HEARINGS (General Only)

HOUSING

ILLUSTRATION - Snapshots, Pictures Taken, Blueprints - Exhibits - Posters

INSECTICIDES (Fungicides) Pesticide Residues - Herbicides

INSPECTION (General) Estimate Cost of Expenses & Travel for yearly Inspection (SES 52)

- 1 (Correspondence File according to State & Year) (SES 7)
 - 1-1 Correspondence with Inspectors in the field
- 2 Reports - Forms 52 (Example of RESEARCH PROGRESS)

INVENTIONS (Patents)

LEGISLATION1 Federal (C) Classify by bill or resolution number and cross index - **TESTIMONY**

- 1-11 Digest (Congressional Proceed)
- 1-2 Consolidation of Federal-grant Acts

2 State (Alaska)

3 Puerto Rico

4 Virgin Island

5 P.L. 480

LIBRARIES (No Stamp)

MACHINERY (Except Procurement or Property)

1 Farm Equipment

1-11 Surplus war property (Jeep)

MEETINGS (Except Land Grant Colleges & Universities - See Asso. 1) Great Plains,

1 Appointments - Engagements - Invitations

2 Bureau Chiefs

2-1 ARS Research Council

3) u Reports of Attendance (By OES Staff) Annual meeting of Technical Committee

4 Station Directors (Agenda) (Minutes) Directors Committee Meeting

5 Regional

6 Tennessee Valley Authority

7 Agricultural College Editors - All letters for AAACE

METEOROLOGY

1 Hydrology (Flood Control) - Climatology

MINERALOGY**NOMENCLATURE** - Name of Bldgs, Titles of People, Dedication of Bldgs, Name of Pl. & thing**NOTARIES** - No Stamp**NUTRITION****OATHS** (Affidavits) SF 61 (No Stamp - File under Personnel 6-6)**OPINIONS (Decisions) (General only - Classify by subject matter)**

1 Comptroller General

1-1 Daily Synopses

2 General Council - Sullabins

2-1 Index

3 State

ORDERS (Proclamations)

1 Executive Orders

- 1 Decentralization Program
- 2 Departmental
- 2-1 Office of Experiment Station
- 3 Station

PERSONNEL (Includes Federal and Non-Federal) (Reclassification of Employees - Classification Sheet

- 1 Activities - Employees Council - *RESOLUTION*
- 1-1 Contributions - Gifts - Collections
- 1-2 Health Organizations (Groups Health - Group Hospitalization)
- 1-3 Political (Hatch Acts & Appropriation Acts)
- 1-4 Awards - Suggestion
- 2 Citizenship (Aliens)
- 3 Court Attendance
- 4 Details - Assignments (Including Foreign)
- 5 Efficiency Ratings (Performance) Forms 117, 103, 56B, PD 59 Placement Follow-up Job Description Sup. Appraisal Rep.
- 6 Employment - Appointment (SES)(Station) Indebt. SF 52 Forms 57, 114, Emer. Staff
- 6-1 Labor
- 6-1-1 Wages (Wage Board)(Alaska Pay Plan)(Cost of Living Allowance) Hiring Bristics for 30 days
- 6-2 Promotion - Demotion - (Alaska, PR, VI. - CSC Form 48
- 6-3 Reinstatement - Reemployment
- 6-4 Resignations - Retirementse- Terminations (Alaska, PR, VI) Forms 2802 102 SF 50
- 6-4-1 Social Security
- 6-5 Service Records (Service)(Computation)
- 6-6 Fingerprinting - Affidavits - (Loyalty) Sensitive Position, Security Clearance (Forms 61, 85, 87, 149, 186)
- 6-7 Displaced career employees
- 6-8 Examination (Including Medical) (SF 78)
- 6-8-1 Nomination of Members to Board of uses Examiners
- 6-9 Disciplinary Actions & Suspensions
- 7 Hours of Duty
- 8 Identification Cards
- 9 Leave (Alaska, PR, VI)
- 10 Military Service
- 10-1 Conscientious Objectors
- 10-2 Deferment
- 11 Report
- 11-1 Personnel Requirements - Ceilings
- 11-2 Retirement
- 12 Representatives of Department
- 13 Safty, Preventions, etc. - Federal Employees Compensation Act - Safety Manual
- 13-1 Accident Claims
- 14 Training
- 15 Transfers
- 16 Management Improvement & Manpower Utilization - Management Meetings, etc,
- 17 Statistical Summary of Employment

POWER

- 1 Electricity (Alaska, PR, VI)

PRESERVATION

- 1 Dehydration
- 2 Refrigeration (Frozen Foods)

PRINTING (BINDING)

PRIORITIES (Preference Ratings - Limitation Orders - Rationing)

- 1 Reports

PROCUREMENT (Classify Alphabetically by item involved)(SES)(Alaska, PR, VI)

- 1 Bids - Contracts (Alaska, PR, VI)
- 1-1 Debarments
- 2 Catalogs and Manuals
- 3 Specifications

PROGRAMS (Station) Guam as New Station

PROGRAMS LETTERS - *Project Records*

PROJECTS (General Correspondence Only) Request for Regional Project information
Copies of Contributing Projects -

- 1 Regional laboratories - *Marketing* -
- 2 Line Projects, Research, Exp. Station Outline Research Sheet - *Projects 204 (b)*
- 3 Title 11 - Price Policy - SES Form 50
- 4 Regional - Manual of Procedures - ARS 23-3 - *Rough Draft of Project Outline*
Dept. Proje for Determining Dept.
- 5 Great Plains *Research Project* - *Contributing Project to Reg. Research Coop.*

PROJECT LIST - State Agriculture Project approved for use of Federal-grant funds

PROPERTY

- 1 Disposition (Surplus - Transfer)(Includes no report of transfer - Form 107 109
(War property machine filed under Machinery 1-1) Alaska, PR, VI.
- 1-1 Station
- 2 Inventories - Records (Alaska, PR, VI)

PUBLIC RELATIONS

- 1 Commendations - Congratulations - Nomination - Greetings (Except Sta) Sympathy
- 2 Criticisms
- 3 Expositions - Fairs - Celebrations - Fields Days - Invitations - *EVENTS*
- 4 Introductions - (Letter of)
- 5 Radio (Broadcasting)
- 6 Representatives (Non-Departmental)
- 6-1 Station - *Congratulation - Commendation - GREETINGS -*
- 7 Speeches - Lectures - Statements (Except Land grant Colleges and Universities
(See Association 1

PUBLICATIONS - (Library Circulation List)

- 1 Abstracts - Articles & Papers - Mimeograph Publication - Summaries of speech -
Reprints - Manuscripts
- 2 Circulars - Memoranda - (Numbered Series should be classified by subject)

PUBLICATIONS (Continued)

- 2-1 Agricultural Research Administrator (Includes AM & TC's)
- 2-2 Budget & Finance Numbered Circulars. - Memorandums
- 2-2-1 Budgetary & Finance Information
- 2-3 Information (Office of) Memoranda
- 2-3-1 Information (Office of Mimeograph Sheet
- 2-4 Personnel Numbered Circulars
- 2-4-1 Personnel Series
- 2-4-2 Personnel Employees News Bulletin
- 2-4-3 Personnel Administration
- 2-5 Plant & Operation - Memorandum
- 2-5-1 Plant and Operations Publication Noe
- 2-6 Secretary's Numbers Memoranda
- 2-7 Library Circulars - Memorandum
- 2-7-1 War Food Administration - Operation Memorandum
- 2-7-2 War Food Administration - Production Office
- 2-7-3 Surplus Property

- 3 Departmental Bulletins - Leaflets - Periodicals (Yearbook)(FES Materials)
- 3-1 Experiment Station Records - No longer exist. (Pamphlets on Nutri-Fur & Pe.
- 3-1-1 Experiment Station Record Advisory Committee
- 3-2 List of Workers - Agriculture Handbook 116
- 3-2-1 Agriculture Science Register
- 3-3 Bibliography of Agriculture
- 3-4 General Services Administration Numbered Memo. (GSA transmitted Letter)
- 3-5 Recommendation of Manual of Procedures, Forms and Operation Schedule (SES)

- 4 Directories
- 4-1 State Experiment Station List

- 5 Mailing Lists - Change of Address
- 5-3 Monthly List Station Publications & Misc. Pub. Listing Station Publication
- 5-5 Federal Legislation & Rulings (Misc. 515)
- 5-6 Experiment Station Editors & State Correspondents - College Editors

- 6 Outside (Books - Leaflets - Periodicals)
- 6-1 Books - Bibliographies
- 6-2 Clippings
- 6-3 Congressional Record
- 6-4 Official Register
- 6-5 Safety Bulletins
- 6-6 Experiment Stations (State) Except Misc. request (Forms 38)
- 6-7 Biological Abstracts
- 6-8 Regional Publications - SES - OD 1194

- 7 Press Releases - Radio Releases - Clip Sheet (Weekly Summaries) Newsletter
- 8 Requests and Acknowledgments, Routine (Classify alphabetically)(Form 16)

- RECORD (Files)
- 1 Disposition (National Archives)
 - 2 Personnel
 - 3 Translations

- REGULATIONS (General Travel)
- 1 Department

- REPORTS (General Only - Classify by subject matter involved)
- 1 Annual (On Experiment Station)(Alaska, PR, VI) *Status* Work Project Reports-Data Transmittal of Gov. Records
 - 1-1 State Experiment Stations
 - 1-2 Regional - Reports (Termination) Annual reports for Regional Projects
 - 2 Station Accomplishments
 - 3 Quarterly (Status of Workers) Reports of Activity, Quarterly Progress Report
 - 4 Historical Accounts

- RESEARCH (General Only)(Plum Island) - Research - *REGIONAL RESEARCH*
- Research National Science Foundation
 - Airplanes in Agriculture Veterinary Science - *RESEARCH PROGRAM*
 - Research Review Committee
 - Atom Energy Commission National Research Council
 - Research
 - Experiment Stations - *Summaries of FED-grant Research - Range Research*
 - Research *EXAMPLE OF RESEARCH PROGRESS - Foreign Science*
 - Grassland Program *Appointment of Consultants - Comprehensive Reviews*
 - Rice *FEDERAL-grant RESEARCH Projects - PROGRESS Reports*
 - 1 Grants and Endowments (Rockefeller)
 - 2 Research Achievement Sheets
 - 3 Common Research Evaluation (Core)

SALVAGE

SOIL

- 1 Survey
- 2 Soil and Water Conservation

SPACE

- 1 Assignments
- 1-1 Parking
- 2 Lost or Stolen Personal Property
- 3 Passes (Building Passes)
- 4 Service (Maintenance and Repair)

TEXTILES (Clothing)

TRANSPORTATION

- 1 Freight - Express - Bill of Ladings

TRAVEL (Alaska, PR T) (Transportation Request) (P report)

- 1 Advance of Funds
- 2 Air
- 3 Hotels, Train, and Boat
- 4 Household Goods
- 5 Itineraries
- 6 Per Diem Allowances & Mileage

T95-98

VEHICLES (Except PROCUREMENT or PROPERTY) Motor Pools - Reports - Form AD 187 A - AS 36

- 1 License Plates - Auto Tags - AS 111
- 2 License to Operate - Form 31 AF 47 AD 184
- 3 Accidents

WAR (Defense) No Stamp

War
Agricultural Mobilization

War
Records

War
Utilization of Scientists

- 1 Boards, War (Agricultural)
- 2 Censorship
- 3 Civilian Defense
- 4 Sabotage
- 5 Reports

ASSOCIATIONS 1-1-1. ESCOP

Committee on Distribution of Publication to Foreign Institutes

Committee on Cooperation Relations with U.S.f.D.A.

Committee on Legislation

Committee on Soil & Water Conservation Research Needs

Committee on Experiment Station Publication u 1

Committee on Research Information & Public Relation f

Committee on Cooperative Research u u