

DEPARTMENT OF THE INTERIOR

FILING SYSTEM

Of The

UNITED STATES INDIAN FIELD SERVICE

December 11, 1925.

P R E F A C E

The filing system herein presented for introduction in Field jurisdictions of the United States Indian Service has been prepared in as simple form as seems consistent with accuracy and completeness. It is self-explanatory and obviously self-indexing.

The main purpose of a filing system is to make possible the immediate discovery of any desired correspondence, documents or files. To this end the system contemplates orderly arrangement of all material so filed.

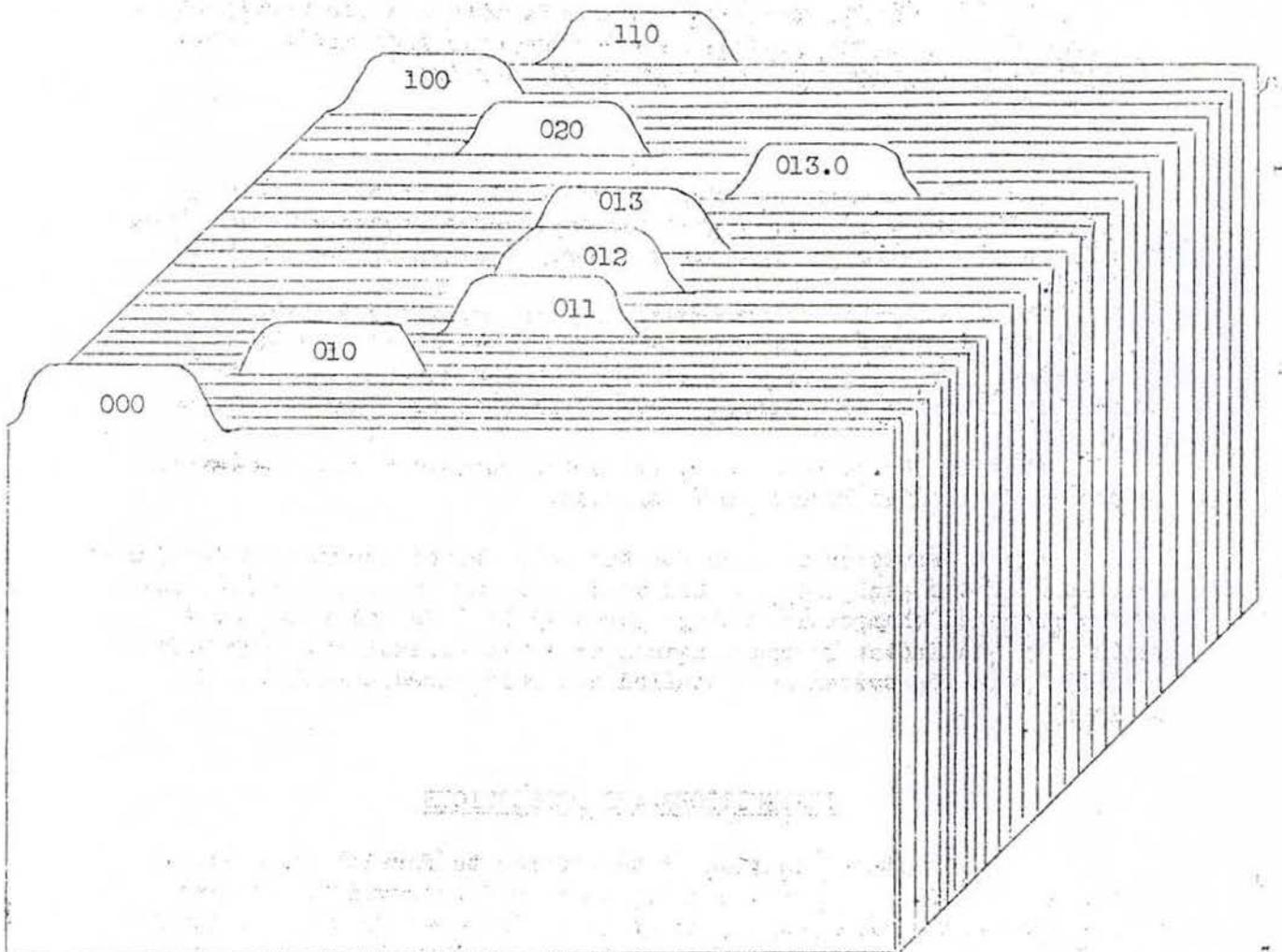
Also, and with the same purpose in mind, it is desirable to have all correspondence relating to a given subject filed together in one place. When, however, this can not be done and a related paper must be filed elsewhere, a cross reference slip must so indicate.

This system conforms closely to the numerical classification in use in the Indian Bureau in Washington.

Ample provision is made for the addition of new numbers or subdivisions or the assignment of new subjects, but any such additions, or any proposed changes in numbers may only be made after approval thereof by the Indian Bureau inasmuch as it is essential to preserve uniformity in the system as installed and maintained in all field offices.

I N S T R U C T I O N S A N D S U G G E S T I O N S

It is not the intention of the Office to furnish the necessary guide cards. Such as are required should be provided by each office before installation of the system. Five-cut pressboard guides should prove more economical than ordinary manila guides. The primary or general heading numbers, 000 to 900, should be placed in the first position; the secondary, or subdivision numbers, should be used in the second position; the tertiary, or classification detail, numbers should be used in the third position. Numbers with decimal affixed should occupy the fourth position. The following sketch illustrates this arrangement:



File always behind, not in front of the guide cards.

Folders may be inserted within these guides and should be numbered on the upper right hand corner. The folder may be used as a binder, or separate binders may be used.

Each paper on file should be numbered on the upper right hand corner.

A finding index is provided but correspondence should not be filed from this alone; the several sub-classes should also be consulted to determine the most appropriate classification for the particular paper.

Where communications are of such character as to justify or permit filing under more than one number, an arbitrary determination of the more important classification must be made and a cross reference sheet filed under the other number or numbers.

Generally, all materials concerning the same subject should be filed together under the same number in chronological order, regardless of the name of the writer, with a few exceptions hereinafter mentioned where it seems desirable to arrange the correspondence alphabetically under a number.

If correspondence concerning a given matter becomes too bulky, it may be subdivided in parts, and numbered 1, 2, 3, etc.

When papers are incorrectly classified or filed, or where by reason of subsequent correspondence, it is desired to change the classification, they should be brought together and filed correctly. In such cases a transfer sheet, as hereinafter illustrated, should be filed in the place from which the papers were taken. A brief description should be entered on the transfer sheet so that the papers may readily be identified under the old as well as the new numbers.

As to the procedure for classifying and filing correspondence, after action has been taken in a case it may be well for the Superintendent or Chief Clerk to mark "File" on the lower right hand corner with his initial, thus authorizing its filing. When the proper classification has been determined by the filing clerk, and the number placed thereon, he should check with blue pencil any names or words to be carded or cross referenced so that they may be identified if necessary later, and the cards or cross-reference sheets, if any, made at the time.

The Suspense card or sheet may be used if it be necessary to suspend correspondence for attention at a subsequent date. The suspense cards will be filed in a chronological suspense file under the date upon which further action is to be taken. The suspense file should be examined each morning for removal of sheets and attention to matters indicated for that day.

A name index may be found of sufficient importance to justify the extra work involved, as this will aid in finding correspondence asked for or recalled in the name of the writer only. If this be kept, the cards (3 x 5") may be made in the following form:

St. Louis Warehouse	St. Louis
Shoes, leather	510.82
Books, school	510.191
Fire extinguishers	421
Ammonia	424.0
(This card to be 3 x 5 inches)	

Only one entry should be made on the card for one subject, inasmuch as all letters will be found under the number opposite the original entry.

Name cards for Indian field jurisdictions should be made out in the name of the jurisdiction only, with the postoffice, omitting the name of the superintendent, as for instance:

Sherman Institute ----- Riverside, California.

Cross reference from names of superintendents of schools may be made on blue cards (3 x 5"), as illustrated below:

Milton, J. C., Superintendent
SEE
Riverside Institute, Valley, Calif.
(This card to be 3 x 5")

These cross reference cards should be inner-filed with the name cards.

All employees should familiarize themselves with the filing system.

File carefully and accurately in order to obviate future difficulty or delay.

Notes to which references will be found in the classification detail.

1. File under 003 material which has little, if any, importance for future reference. This may be filed alphabetically, using a set of A to Z guides.
2. All outgoing letters should be prepared in triplicate, one copy being placed in the chronological file 004, if to the Indian Office -- in 005, if to other correspondents. On the lower right hand corner of this copy should be placed the file number under which the correspondence itself is to found.
3. File under 006 miscellaneous correspondence relating to particular Indians. A special folder may be used for each Indian, regarding whom there is such correspondence, and these filed alphabetically. This file applies more particularly to reservation Indians and does not conflict with student and patient files under 823 and 721.1.
4. File under 041 correspondence with the Office and others having general reference to such publications. Place in file 041.1 all correspondence concerning subscriptions of a general nature, but back of this folder a set of A to Z guides should be placed to subdivide alphabetically the subscription correspondence; for example, - a letter from W. J. Dickens subscribing to a journal would be filed in 041.1D.
5. Under 112 arrange numerically in folders, 50 or 100 to each folder or binder. If duplicates are not available, ample cross references should be made so as to file one cross-reference sheet under each subject covered by the circular or order.
6. Under 143.1, 142.1 and 143.2 file all telegraphic correspondence, arranged chronologically. This file is of use for the purpose of checking telegraph bills and accounts. It is also intended that one copy of each message be filed in the subject file to which it is related. The incoming telegrams should be copied. The copy should be filed in 143.0 and at the bottom the number of the file containing the original should be indicated. On the lower right hand corner of the original should be noted, "Duplicate filed."

Outgoing telegrams should be written with a sufficient number of copies so that one may be filed in the subject to which it relates and one copy in file 143.1.

Confirmation copies of telegrams should be checked with the original and filed in 143.2.

7. File 154 is applicable for charges which refer to employees as a group; if against a particular person, such letters should be filed in the personnel or status file (161) of such person. The distinction between complaints and charges drawn for the purpose of this classification is that complaints refer more particularly to administration or conduct of Indian Office business, rather than to particular persons.
8. Under 161 and 161.0 file alphabetically, with a separate folder for each employee. Include in the file of each person all papers relating to the status of such person in the service, with efficiency reports, monthly reports of leave, etc.

When an employee leaves the service remove the folder from 161 and file in alphabetical order under 161.0.

9. File under 163 correspondence relating to vacancies in general. If, however, the correspondence relates to a particular position, it should be filed under the number of such position. After appointment, the correspondence becomes a personnel matter and it may then be removed from 163 and filed in a special folder for such employee under 161.
10. Under 164, and 164.0 -- it is proper to place only general matters concerning leave of absence, such as rules and regulations. Reports of leave taken by individual employees should be filed in their personnel file 161.

The foregoing applies also to matters concerning educational leave and to efficiency reports, Number 167.

11. Under 211 files may be subdivided by fiscal years, by placing the fiscal year below the file number.
12. Under 220.0, it is desirable for administrative reasons to subdivide certain files into quarters; for example, the third quarter 1923 may be indicated below the file number thus --

220.0
3-23

13. No. 221.0 refers to Form 5-638, Report of Deposit of Funds to the Credit of the Treasury of the United States. On the face of this form should be pasted the duplicate certificate of deposit issued by the Treasury Department (Treasury Form 5252), and on the back of this should be pasted the Treasury Department "Deposit list," (Treasury Form 1315). The combination of all these papers is known as a Field Journal Voucher and is carried in file 234 in its proper numerical position.

14. Under 223 official receipts should be filed numerically and kept until such time as they become too bulky and must be transferred. In large offices where they are kept in bound form, they would not of course be put in the correspondence file, which would contain merely such correspondence as concerns official receipts in general.
15. Under 226.6 will be filed only the correspondence and cross references to annuity rolls which are usually too large to be placed in the correspondence file.
16. Under 235.0 bind together requisitions for stores in packages embracing one month's requisitions at a time. Make a new folder for each month. When these become too bulky for the correspondence file they may of course be transferred.
17. Under 236.0, use a folder for each month and file therein all miscellaneous papers supporting register 4 entries which are not otherwise accounted for. This is largely for the benefit of traveling auditors and should facilitate their work in checking register entries and general accounts.
18. Under 289 and decimals following, provision is made for subdivision of certain subjects by field offices to meet their respective needs. Correspondence regarding public school authorities in general should be placed under this number, but that regarding a particular school may be arranged in files for each school alphabetically, or sub-numbers may be assigned the several schools. Following 289.9 the numbering can be continued sufficiently far to provide for all contracts, as 289.00, 289.01, etc. The name card index will afford a reference to the file number assigned to each school.
19. Under 541.1, inasmuch as accomplished bills of lading are more frequently referred to by number than otherwise, it may be better to file them numerically rather than chronologically. However, they should be kept in chronological arrangement until after the report to the Federal Traffic Board has been made.
20. File 721.1 is for correspondence relating to patients in general. Each patient should have a special folder, alphabetically arranged under 721.1, with the name in the upper left hand corner. On the upper right hand corner or half of the folder, a series of tab signals may be provided to indicate by color or position such facts as may be desired by the officer in charge concerning names or tribes, recoveries, deaths, or other pertinent information.

When the patient leaves the institution, the folder is taken out and placed under 721.2.

21. Place in 802.0 all general matters regarding desertions and deserters. Correspondence regarding the desertion of a particular student should be filed in the student's file, either 823 or 823.0, but with a cross reference in 802.0.
22. Referring to 820.2 and 821, it will be well to arrange all correspondence concerning enrollment and attendance by jurisdictions as far as possible until such time as applications in regular form are received and accepted. Where the jurisdiction can not be determined, file in "General," which is 820.2.

After acceptance of a student, the application and other correspondence relating directly thereto is placed in a new folder in file 821, prospective students, until such time as the student reports. Then his folder is transferred to file 823, present students, where it remains in its proper alphabetical order as long as the student remains in school. When such student leaves, the folder is transferred to the ex-student file 823.0.

A rubber stamp may be used for the purpose of inserting the file number within its outline. The following form is suggested;

Index File Number

DEPARTMENT OF THE INTERIOR

UNITED STATES INDIAN FIELD SERVICE

SUSPENSE SHEET

Call date
Address or writer
Subject of correspondence
File
Remarks

(This sheet to be 3 by 5 inches.)

DEPARTMENT OF THE INTERIOR
UNITED STATES INDIAN FIELD SERVICE

CROSS REFERENCE SHEET

Name or Subject	File No.
.....
.....

SEE

Name or subject	
.....
.....

Fill out first and second spaces
if a cross-reference, and first
and third spaces if a transfer
to another place or file.

TRANSFER SHEET

.....
.....

Date:

97367

CHARGE SLIP

5-377

File No.

Serial No.

INDIAN FIELD SERVICE

....., 19 ...

CHARGED TO

Per

REMARKS.

For use with File No.

C L A S S I F I C A T I O N

- - - - -

GENERAL HEADINGS

000 GENERAL AND STATISTICAL
100 ADMINISTRATION AND CONTROL
200 FINANCE AND ACCOUNTS
300 LANDS
400 BUILDINGS AND BUILDING EQUIPMENT
500 SUPPLIES AND FARM STOCK
600 MILITARY ACTIVITIES
700 HEALTH AND SOCIAL RELATIONS
800 EDUCATION
900 INDUSTRIES AND EMPLOYMENT

SUBDIVISIONS.

000 GENERAL AND STATISTICAL
 010 Publications
 020 Legislation
 030 Departmental Relations
 040 Publicity
 050 Statistics
 060 Tribal Relations
 070 Indian Customs
 080 Patents & Trademarks
 090 Organizations Interested in Indians

100 ADMINISTRATION AND CONTROL
 110 Rules and Regulations
 120 Policy
 130 Establishment or Abolishment of Schools, Agencies, etc.
 140 Communication
 150 Inspection and Investigations
 160 Officers and Employees
 170 Law
 180 Transportation, Passenger
 190

200 FINANCE AND ACCOUNTS
 210 Funds - Appropriations
 220 Cash Accounts
 230 General Accounts
 240 Reimbursable Accounts
 250 Annuities
 260 Claims
 270 Sales
 280 Contracts
 290 Other Miscellaneous

300 LANDS
 310 Transfer of Lands
 320 Leasing of Lands
 330 Resources and Development of - Analyses
 340 Improvements
 350 Estates
 360 Acquisition of Lands
 370 Rights of Way
 380 Allotment of Lands
 390 Indian Homesteads

400 BUILDINGS AND BUILDING EQUIPMENT
 410 Buildings
 420 Building Equipment
 430

440 Plans, Drawings, & Blue Prints
 450

460

470

480
 490

500 SUPPLIES AND FARM STOCK
 510 Annual Estimate & Open Market Purchases
 520 Repairs and Improvements Materials
 530 Livestock
 540 Transportation
 550 Office Supplies & Office Equipment
 560 Printing and Binding
 570 Seeds, Trees, Shrubbery, Flowers
 580 Automobiles and Tractors
 590 Miscellaneous Supplies & Equipment, n.o.s.

600 MILITARY ACTIVITIES
 610 Indians in World War
 620 Indians in Army
 630 Indians in Navy
 640 Indians in National Guard
 650 Indians as Scouts
 660 War Relief Work
 670 Military Training
 680
 690

700 HEALTH AND SOCIAL RELATIONS
 710 Sanitation
 720 Relief Work - Institutions
 730 Diseases and Injuries
 740 Social Relations
 750 Amusements and Athletics
 760 Funerals and Burials
 770 Charities and Benevolences
 780 Food - Diet
 790

800 EDUCATION
 810 Teaching and Training
 820 Pupils
 830 Teachers
 840 Conferences
 850 Day School Inspectors Reports, etc.
 860 School Supervisors
 870
 880
 890 Miscellaneous Educational Activities

900 INDUSTRIES AND EMPLOYMENT
 910 Agriculture
 920 Hunting and Fishing
 930 Stock Raising
 940 Lumbering
 950 Mining
 960 Manufacturing

970 Domestic or Home Work - Field Matrons Work
 980 Employment
 990 Other Industries and Employment

CLASSIFICATION DETAIL

000 GENERAL AND STATISTICAL
 001 Unclassifiable
 002 Criticisms
 003 *alphabetical* Miscellaneous Correspondence (Note # 1)
 004 *Chronological* Letters to Indian Office (" # 2)
 005 Letters to all Others (" # 2)
 006 Status File of Individual Indians (Note # 3)
 007 Personal Correspondence of Superintendent
 008
 009

010 Publications
 011 Indian Office
 012 Interior Department
 013 Other Government
 014 Maps and Charts
 015 Directories
 016 Trade Journals
 017 Subscriptions
 018
 019

020 Legislation
 021
 022
 023 Proposed Legislation
 024 Congressional Committees
 025 Joint Committee on Printing
 025.0 Reports to
 026 Marriage and Divorce
 027 Intoxicants, Drugs, etc.
 028
 029

030 Departmental Relations
 031 Agricultural Department
 031.0 Forest Service
 031.1 Animal Industry
 031.2 Plant Industry
 031.3 Weather Bureau
 032 Interior Department
 032.0 Pension Office
 032.1 Geological Survey
 032.2 Reclamation Service
 032.3 Land Office
 032.4 Education Bureau
 033 Justice, Department of

014.1 Bacon
 014.2 Bacon
 014.3 Santa Ynez

034	Post Office Department - <i>Regulations</i>
035	Treasury Department
036	War Department
037	Civil Service Commission
038	<i>I.R.R.</i>
039	Other Departments & Establishments
040	Publicity
041	School Publications (Note # 4)
041.0	Postage on
041.1	Subscriptions to (Note # 4)
041.2	Job Printing for Others
041.3	School Annuals
042	Relics and Ruins
043	Interviews and Introductions
044	Monuments & Memorials
045	Addresses (Speeches)
046	Advertising
047	Fairs & Expositions - Indians for Exposition
048	Photographs, Moving Picture Films, etc.
048.0	Correspondence in the re Photographs
049	Other Miscellaneous Publicity
050	Statistics
← 051	Annual Report
052	Statistical Records and Reports - <i>Monthly Expense Reports</i>
052.0	Physicians
052.1	Field or Outing Matrons
052.2	Farmers
052.3	Stockmen
052.4	Dairymen
052.5	Day School Inspectors
052.6	Census of Manufactures
052.7	<i>community workers</i>
052.8
052.9	Other Statistical Reports
053	Historical Data
053.0	Genealogy-Family History etc.
054	Census Matters
054.0	Tribal Census
054.1	School Census
055	School Supervisors Annual Reports
056
057
058
059
060	Tribal Relations
061	Negotiations with Indians
062	Treaties
063	Enrollment, Citizenship, Degree of Indian Blood
063.0	Tribal Rolls
064	Councils- Acts of Tribal Councils
065	Elections

051.0 - 3y Reports
051.1 Weekly "

- 066 Delegations
 067 Business Committees
 068 Adoptions
 069 Petitions
- 070 Indian Customs
 071 Convocations - Conferences
 072 Feasts, Fiestas, Festivals
 073 Dances
 074 Languages and Dialects
 075 Marriage Customs
 076 Forms of Government - Indian Judges, etc.
 077 Costumes
 078 Songs
 079 *S. Indians - legends*
- 080 Patents and Trademarks
 081 Inventions
 082
 083
 084
 085
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 087
 088
 089
- 090 Organizations interested in Indians
 091 Federation, Southern California
 092 Board of Indian Commissioners
 093 Bureau Catholic Indian Missions
 094 Indian Rights Association
 095 Indian Board of Cooperation (Collett)
 096
 097
 098
 099
- 100 ADMINISTRATION AND CONTROL
 101 Office Methods - Condition of Work
 102 Office Instructions & Memoranda to Employees
 103 Industrial Program
 104 Filing System
 105 Reorganization Indian Bureau
 106 Federal Business Associations
 107 Night Watchmans Reports
 108 *Purchase Data*
 109 *S.W. Super. Council*
- 110 Rules and Regulations
 111 Executive Orders
 112 Circulars, Indian Office (Note # 5)
 112.0 " Treasury
 112.1 " Bureau of the Budget

112.2	Circulars, other Official
112.3	" Chief Supervisor of Education
112.4	" Comptroller General
113	Permits
113.0	" , to enter Indian Territory
114
115	Hunting & Fishing
115.0	Licenses
116	Orders, Indian Office (Note # 5)
117
118
119
(701	Health Rules & Regulations)
(801	School Rules & Regulations)
120	Policy
121	Indian Troubles - Visiting among Indians
122	Arming and Disarming Indians
123	Transfer and Removal of Indians
124	Trading with Indians
124.0	Licenses for
125	Military
126	Liquor and Drug Traffic - <i>Pub Alcohol</i>
127	Indians Competent - Roll of Honor
128	Indian Suffrage
129	Committee of 100
130	Establishment, Re-opening, or Abolishment of Agencies, Schools, etc.
131	Changes in Control
132	Division
133	Consolidation
134	Removal
135	Employees in Charge
136	Army Officers in Charge
137	Jurisdiction of Superintendents
138	Location
139
140	Communication
141	Mail Matters
141.0	Penalty Envelopes
142	Post Offices
143	Telegraph Service & Rates & Department Code
143.0	Telegrams, Duplicate Incoming (Note # 6)
143.1	" " Outgoing (Note # 6)
143.2	" Confirmation Copies (Note # 6)
144	Telephone Service & Rates
145	Correspondence (Style & Instructions in re)
146	Destruction of Correspondence & Records
147	Newspaper Clippings
148	Radio
149	Route & Roster Information

150 Inspection and Investigations- Inspection reports
 151 Boards of Survey (See also File 233)
 152 Inspection of Supplies and Stock
 153 Proselyting and Religious Controversies
 154 Charges against Employees (Note #7)
 155 Complaints (Note #7)
 156 Inspection Circulars, Suggestions, Instructions
 157 *No prosecution*
 158 *Assident Reports*
 159

*157.0 Complaints
 filed*

*160.0 D.S.O.
 Without Pay*

160 Officers and Employees
 Official Signatures and Bonds of
 160.1 Details, Travel Orders and Visits
 160.2 Itinerary of Traveling Officials
 160.3 Boarding Clubs and Messes
 160.4 Quarters for Traveling Officials
 160.5 Changes in Employees, Report
 160.6 Increase of Compensation, Certificates
 160.7 Perquisites and Subsistence of Employees & Children
 160.8 Membership in Associations and Organizations
 160.9 *Oath of Office*

161 Personnel or Status File (Note #8) *Indian Police*
 161.0 Ex-Personnel File (Note #8)
 162 Applications for Positions
 162.0 Agricultural Instructor
 162.1 Bandmaster
 162.2 Blacksmith
 162.3 Carpenter
 162.4 Clerk
 162.5 Cook
 162.6 Dairyman
 162.7 Day School Inspector
 162.8 Disciplinarian
 162.9 Home Economics
 162.10 Engineer
 162.11 Farmer
 162.12 Laundress
 162.13 Matron
 162.14 Mechanics, General
 162.15 Music Teacher
 162.16 Nurse
 162.17 Painter
 162.18 Physical or Athletic Director
 162.19 Physician
 162.20 Plumber
 162.21 Principal
 162.22 Seamstress
 162.23 Shoe & Harness Maker
 162.24 Superintendent
 162.25 Superintendent of Industries
 162.26 Supervisor
 162.27 Tailor
 → 162.28 Teacher

	162.29	Other Positions
	163	Vacancy Correspondence (Note # 9)
	163.0	Agricultural Instructor
	163.1	Bandmaster
	163.2	Blacksmith
	163.3	Carpenter
	163.4	Clerk
	163.5	Cook
	163.6	Dairyman
	163.7	Day School Inspector
	163.8	Disciplinarian
	163.9	Home Economics
	163.10	Engineer
	163.11	Farmer
	163.12	Laundress
	163.13	Matron
	163.14	Mechanics, General
	163.15	Music Teacher
	163.16	Nurse
	163.17	Painter
	163.18	Physical or Athletic Director
	163.19	Physician
	163.20	Plumber
	163.21	Principal
	163.22	Seamstress
	163.23	Shoe & Harness Maker
	163.24	Superintendent
	163.25	Superintendent of Industries
	163.26	Supervisor
	163.27	Tailor
	163.28	Teacher
	163.29	Other Positions
164.1 Sick Leave	← 164	Leaves of Absence (Note # 10)
164.2 Annual Leave	164.0	Educational Leave (Note # 10)
164.3 Military Leave	165	Hours of Labor
	166	Federal Employees Union
	166.0	Retirement
	166.1	Reclassification
	167	Efficiency Reports (Note # 10)
	168	Irregular Employees
	169	Miscellaneous

	170	Law
171.0 Law - Beer	← 171	Federal - Acts of Congress
171.1 Law - F.R.D.	172	State
171.10 F.R.D. Wanted	173	Courts
171.2 Alcohol Tax Unit	173.0	Decisions - "Agency Cases"
	173.1	Judgments
	173.2	Injunctions and Mandamus
	173.3	Calls for Evidence
	173.4	Judges - Nomination, Election
	173.5	Confiscated Property
	173.6	Jails
	173.7	Labels ²⁰ Filed
	173.8	Law - Writs of the Court of Appeals

174	Attorneys - Powers of Attorney
174.0	Contracts with
174.1	Admission of
174.2	Disbarment of
175	Offences and Crimes
175.0	Arrests
175.1	Suits
175.2	Fines and Penalties
175.3	Pardons - <i>Parole</i>
<i>175.4</i>	Statutes of Limitation
176	Notaries Public
177	Business Forms - Bonds, Authority to Sign
178	Proclamations
179	Comptroller General Decisions
180	Transportation, Passenger
181	Transportation Requests
182	Officials, Employees & Pupils
183	Children, to School
184	<i>Dentist - Hauling</i>
185
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200	FINANCE AND ACCOUNTS
201	Receipts for Goods
202	Authorities
202.0	Personal Services
202.1	Construction- Buildings, etc.
202.2	Supplies and Stock
202.3	Heat, Light, Power, Gas & Water
202.4	Telephone and Telegraph
202.5	Freight & Passenger Transportation & Superintendent's Travel
202.6	<i>5. Civilized Tribes Agency</i>
202.7
202.8
202.9	Other Authorities
203	Banks, Control of
204	Garnishment of Funds

205	Traveling Expenses - Board, Lodging, etc.
206	Economy
207	Fees, witness, registration, etc.
208	<i>Purchase Vouchers</i>
209
210	Funds - Appropriations
211	Estimates, Fiscal Year (Note #11)
212	Gratuity Funds
213	Trust Funds
213.0	Indian Tribal
213.1	Indian Moneys Proceeds of Labor
214	Treaty Funds
215	Reimbursable Funds
216	School Support Funds
217	General Support Funds
218	Transportation Funds
219	Repairs and Improvements Funds
220	Cash Accounts
220.0	Exceptions to, Indian & Gen'l Acct'g. Offices (Note #12)
220.1	Traveling Auditors Reports
220.2	Allotments, Correspondence in re Withdrawal, Correspondence in re Balances or Savings, Correspondence
224	Requests for
224	Withdrawal of
220.3	Funds, Requests for
224	Advance of
220.4	Check Books, Requests for, etc.
220.5	Checks, Canceled & Duplicate (including Indemnity Bonds and Issue of Duplicate Checks)
220.50	Individual Indian Money
220.51	Payment of when Payees are Deceased or Incompetent or when Error in Name or Designation
220.6	Checks, bad
220.7	Banks, bonded
220.8
220.9
221	Deposits, Certificates, Federal Reserve or Local Depository
221.0	Treasury (Note #13)
221.1	Lists of, Treasury (Note #13)
222	Treasury Statements (monthly checking) and Check Book Balance Correspondence
222	Proofs of Depository Balances (Genl. Acctg. Office)
222.0	Check Lists, Treasury, for Genl. Acctg. Office
222.1	Individual Indian Money
223	Official Receipts (Note #14)
224	Journal Vouchers & Washington Transactions
225	Bonds or Securities covering Investment of Individual Indian Money (file individually)
226	Disbursing Officers Vouchers - <i>Pay Vouchers Submitted</i>
226.00	<i>Expenses - Holding</i>

226.0	Abstracts of Disbursements (Note #12)
226.1	Account Current (" 12)
226.1	Schedule of War Savings Stamps & Bonds
226.2	Trial Balance and Exceptions to
226.3	Report Unliquidated Encumbrances
226.4	Payroll of Employees
226.5	Pupils and other Indian Accounts (Abstract Individual Indian Moneys)
226.6	Annuity Rolls (Correspondence Only) (Note #15)
226.7
226.8	Disbursing Officers Transactions, Statement of
226.9	<i>Notice of Payment of Vouchers</i>
227	Encumbrance Record
228	<i>I.P. Property</i>
229	<i>L. Cost Account - Forestry Activities</i>
230	General Accounts
230.0	Exceptions to
220.1	Traveling Auditors Reports & Excoptions
231	Inventories of Stores and Fixed Property
231.0	Stores
231.1	Livestock
231.2	Fixed Property
231.3	<i>Property Receipts</i> Fixed Property charged to Employees & Departments
231.3	Requisitions for Fixed Property
231.4	Recapitulation of Fixed Property charged to Employees and Departments
231.5	Return of Public Property (Traveling & Special Officials only)
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233	Condemnation of Public Property
224	Vouchers, Journal
234	Transfer, received
234	Transfer, issued
235	Register 1
235.0	Requisitions for Stores (Note #16)
236	Register 4
236.0	Miscellaneous Papers Supporting (Note #17)
236.0	Production Reports
237	Reports on Recapitulation of Registers
238	Goods in Transit
239	Analysis of Operating Expense & Income
240	Reimbursable Accounts
241	Reimbursable Sales Agreements (File Numerically)
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242	Reimbursable Property on Hand
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251	Payments to Indians
252	Commutation of Annuities
253	Claims
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260	Claims - Vouchers or Bills
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262	Supplies and Stock
263	Construction - Buildings, etc.
264	Personal Services
265	Freight & Passenger Transportation
266	Telephone and Telegraph
267	Public Schools
268	Confiscation or Destruction of Property
269	Other Claims
270	Sales
271	Hides
272	Stock
273	Manufactured Articles
274	Farm Products
275	Stores
276	Subsistence of Employees
277	Services - Labor
278	Junk
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280	Contracts
281	Personal Services
282	Supplies and Stock
283	Construction, Buildings, etc.
284	Heat, Light, Power, Gas & Water
285	Telephone & Telegraph
286	Freight & Passenger Transportation
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288	Mission Schools
289	Public Schools (Note #18)
289.0	[Contract VA 454-VR-89 (Vets Training)]
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282.0 Gasoline

290	Other Miscellaneous	
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303	Rifle & Target Ranges - Drill Grounds	
304	Surveys and Appraisements	
304.0	Field Notes	
304.1	Maps & Plats, Tract Books	
304.2	Boundaries	
305	Townsites	
306	Removal of Restrictions	
306.0	Certificates of Competency	
307	Public Lands	
307.0	Cemeteries	
307.1	Parks - Bison Ranges	
307.2	Forest Reserves	
307.3	For Indian Reserves	
308	Tribal Lands	
308.0	Opening to Public	
308.1	Trespasses or Settlement on Tribal or Allotted Lands	
308.2	School Lands	
309	Islands and Swamp Lands	
310	Transfer of Lands-Sales-Extension of Payments	
311	Deeds and Titles - Conveyance of Lands	
312	Patents	
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322	Oil and Gas - Assignments	
322.0	Oil Gauging and Measuring	
323	Coal and Asphalt - Assignments	
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331	Prospecting
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333	Mineral Springs
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336	Gas Wells
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338	Fish and Fisheries
339	Forests, Logging & Lumbering - Forest Fires
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341	Irrigation and Irrigation Projects
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343	Drainage
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350	Estates - Heirship Cases
351	Wills
352	Guardians for Minors & Insane Indians
353	Administrators and Executors
354	Inherited Lands
355	Noncompetent Indians
356	Orphans
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361	Military Posts
361.0	Fort Apache
361.1	Fort Wingate
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363	Rented (Lands or Bldgs.) School or Agency Purposes
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370	Rights of Way
371	Railroad
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372	Pipelines
373	Telegraph
374	Telephone
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376	Ferries
377	Canals and Irrigation Ditches
378	Power Plants and Lines
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380	Allotment of Lands
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390	Indian Homesteads
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401	Bids and Awards
402	Building Sites
403	Schedules of Repairs and Improvements
404	Sidewalks, Driveways, etc.
405	Acquisition of other Government
406	Destruction by Fire, etc.
407	Burglar and Fire Alarms - Fire Prevention
408	Insurance, Building and Equipment
409	Rental of Government Buildings
410	Buildings
411	Dormitories
411.0	Boys
411.1	Large Boys
411.2	Small Boys

411.3	Girls
411.4	Large Girls
411.5	Small Girls
411.6	Sleeping Porches
412	School
412.0	Library and Reading Rooms
413	Trades (Shops)
413.0	Blacksmith
413.1	Carpenter
413.2	Power Houses (Steam or Electric)
413.3	Laundry
413.4	Plumbing & Sheet Metal
413.5	Refrigeration (Ice Plant)
413.6	Shoe and Harness
413.7	Tailor
413.8	Domestic Science
413.9	Other Shop Buildings
414	Administration, School or Agency
414.0	Warehouse (Commissary)
414.1	Oil Storage
414.2	Auditorium or Assembly Hall
414.3	Gymnasium
414.4	Dining Hall
414.5	Bakery
415	Farm
415.0	Barns, Horse
415.1	" Dairy
415.2	Hay Sheds
415.3	Implement Sheds
415.4	Hog Houses or Enclosures
415.5	Chicken Houses
415.6	Silos
415.7
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415.9	Other Farm Buildings
416	Dwellings
416.0	Employees Club or Building
416.1	Superintendent's Residence
416.2	Employees Cottages or Quarters
416.3	Teacherages
416.4	(<i>Not at Home</i>)
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417	Religious
417.0	Catholic
417.1	Protestant
418	Health
418.0	Sanatoria
418.1	Hospitals

419	Miscellaneous Buildings
419.0	Bridges
419.1	Mills, Saw
419.2	Flour and Grist
419.3	Lavatory Annexes
419.4	Dams
419.5	Fire Equipment Buildings
419.6	Swimming Pools
419.7	Jails
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420	Building Equipment
421	Fire Extinguishers and Fire Protection
422	Machinery and Machine Tools
423	Heating and Lighting
423.0	Pipe Covering
424	Ice or Cold Storage
424.0	Ammonia and Ammonia Drums
425	Water Supply- Pumps, Towers, Storage, etc.
425.0	Water Softening Outfits and Processes
425.1	Drinking Fountains
426	Sewerage and Plumbing Systems- Septic Tanks
427	Motors, Electric
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440	Plans, Drawings, Blue Prints
441	Dormitories
441.0	Boys
441.1	Large Boys
441.2	Small Boys
441.3	Girls
441.4	Large Girls
441.5	Small Girls
441.6	Sleeping Porches
442	School
442.0	Library and Reading Rooms
443	Trades (Shops)
443.0	Blacksmith
443.1	Carpenter
443.2	Power Houses (Steam or Electric)
443.3	Laundry
443.4	Plumbing and Sheet Metal

443.5	Refrigeration (Ice Plant)
443.6	Shoe and Harness
443.7	Tailor
443.8	Domestic Science
443.9	Other Shop Buildings
444	Administration, School or Agency
444.0	Warehouse (Commissary)
444.1	Oil Storage
444.2	Auditorium or Assembly Hall
444.3	Gymnasium
444.4	Dining Hall
444.5	Bakery
445	Farm or Agricultural
445.0	Barns, Horse
445.1	Dairy
445.2	Hay Sheds
445.3	Implement Sheds
445.4	Hog Houses or Enclosures
445.5	Chicken Houses
445.6	Silos
445.7
445.8
445.9	Other Farm Buildings
446	Dwellings
446.0	Employees Club or Building
446.1	Superintendent's Residence
446.2	Employees Cottages or Quarters
446.3	Teacherages
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447	Religious
447.0	Catholic
447.1	Protestant
448	Health
448.0	Sanatoria
448.1	Hospitals
449	Miscellaneous Buildings
449.0	Bridges
449.1	Mills, Saw
449.2	Flour and Grist
449.3	Lavatory Annexes
449.4	Dams
449.5	Fire Equipment Buildings
449.6	Swimming Pools
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500	SUPPLIES AND FARM STOCK
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502	Bids and Awards
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505	Price Lists
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507	Standard Specifications
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509	Miscellaneous
510	Annual Estimate or Open Market Purchases
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510.1	Groceries, Provisions, Coffee, Spices (Class 1 A.E.)
510.10	Beef
510.11	Other Meats or Substitutes
510.12	Sugar and Syrup
510.13	Flour, Meal and other Grain Foods
510.14	Beans and Peas
510.15	Canned and Dried Fruits and Vegetables
510.16	Lard and Lard Compound
510.17	Soap and Scouring Powders
510.18	Potatoes
510.19	Other Groceries
510.2	Drygoods (Class 2 A.E.)
510.20	Blankets
510.21	Drygoods
510.22	Sweaters
510.23	Opaque, Translucent, Window Shade Rollers
510.3	Underwear and Hosiery (Class 3 A.E.)
510.30	Underwear
510.31	Hosiery
510.4	Leather Belts, Gloves, Suspenders (Class 4 A.E.)
510.40	Leather Belts
510.41	Gloves
510.42	Suspenders
510.5	Notions (Class 5 A.E.)
510.50	Braid, Dress
510.51	Brushes, Hair & Tooth
510.52	Buttons
510.53	Cotton, Darning and Spool (Thread)
510.54	Hooks & Eyes
510.55	Toilet Paper
510.56	Pins, Brass, Hair and Safety
510.57	Ribbon
510.58
510.59	Other Notions
510.6	Hats and Caps (Class 6 A.E.)
510.7	Clothing (Class 7 A.E.)
510.70	Piece Goods
510.71	Shirts
510.72	Uniform Belts & Leggings

510.8	Boots and Shoes (Class 8 A.E.)
510.80	Boots, Rubber
510.81	Overshoes and Artics
510.82	Shoes, Leather
510.83	Shoes, Canvas
510.9	Chinaware, enameled Ware, Lamps, etc. (Class 9 A.E.)
510.90	Enameled Ware
510.91	Chinaware
510.92	Glassware
510.93	Other Miscellaneous
510.100	Laundry & Cleaning Equipment, Furniture, etc. (Class 10 A.E.)
510.101	Laundry and Cleaning Equipment
510.102	Furniture
510.103	Table Tops
510.104	Lockers, Steel or Wood
510.105
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510.110	Harness, Leather, Shoe Findings, Saddlery, etc. (Class 11 A.E.)
510.111	Harness
510.112	Leather
510.113	Taps, Heel
510.114	Thread, Harness & Shoe
510.115	Shoe Machinery
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510.119	Other Items
510.120	Agricultural Implements
510.121	Cultivators
510.122	Harrows
510.123	Machines, Grain Binding and Mowing
510.124	Mowers, Lawn, Hand or Power
510.125	Plows, Walking or Riding
510.126	Rakes, All Kinds
510.127	Scrapers
510.128
510.129	Other Implements and Items
510.130	Wagons and Wagon Fixtures (Class 13 A.E.)
510.140	Paints, Oils and Glass (Class 14 A.E.)
510.141	Brushes, Paint
510.142	Gasoline & Kerosene
510.143	Lubricating Oils
510.144	Glass, Window
510.145	Paints and Varnishes
510.146	Oil, Floor & Linseed; Wax, Floor
510.147	Paper, Building, Roofing, Tarred, etc.
510.148	Turpentine
510.149	Other Miscellaneous Items

- 510.150 Kitchen Equipment (Class 15 A. E.)
 510.151 Machines, Dish-Washing
 510.152 Paring, Vegetables
 510.153 Retorts, Canning
 510.154 Dehydrators
 510.155 Ovens
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 510.159 Other Kitchen Equipment Items
- 510.160 Stoves, Pipe, Hollow Ware, etc. (Class 16 A. E.)
 510.161 Caldrons and Furnaces
 510.162 Stoves and Ranges
 510.163 Stove Pipe, Collars, Dampers, Elbows, etc.
 510.164 Other Items
- 510.170 Hardware (Class 17 A. E.)
 510.171 Packing
 510.172 Plumbers and Steam and Gas Fitters Tools, Fittings
 and Supplies
 510.173 Hose Goods
 510.174 Builders Hardware
 510.175 Pipe and Pipe Fittings
 510.176 Scales
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 510.179 Other Hardware Items
- 510.180 Medical Supplies (Class 18 A. E.)
 510.181 Medicines, Drugs
 510.182 Instruments
 510.183 Surgical Dressings, etc.
 510.184 Disinfectants
 510.185 Hospital Stores
 510.186 Vaccines and Serums
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 510.189 Other Miscellaneous
- 510.190 School Books and Supplies (Class 19 A. E.)
 510.191 Books
 510.192 Books for Selection or Adoption
 510.193 Maps and Charts
 510.194 School Supplies
 510.195 Kindergarten Material
 510.196 School Desks and School Furniture
 510.197 Drawing Instruments, Supplies & Equipment
 510.198 Laboratory Apparatus or Equipment
 510.199 Other Miscellaneous
- 510.200 Forage (Class 20 A. E.)
 510.201 Barley
 510.202 Bran
 510.203 Corn

510.204	Feed, Ground
510.205	Hay
510.206	Oats
510.207	Salt, Rock or Lump
510.208	Shorts
510.209	Other Feedstuffs
510.210	Fuel (Class 21 A. E.)
510.211	Coal, Blacksmiths, Hard or Soft
510.212	Fuel Oil
510.213	Wood
510.214	Gas and Other Fuels
510.220	Miscellaneous Articles (Class 22 A. E.)
510.221	Electric Current
510.222	Electrical Supplies
510.223	Playground Equipment
510.224	Automobile Accessories
510.225	Looms
510.226	Laundry Machinery
510.227	Incubators and Other Poultry Equipment
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510.229	Other Miscellaneous
511	Butchers Supplies & Equipment
512	Sawmill & Woodworking Machinery
513	Surveying Instruments
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520	Repairs and Improvements Material
520.0	Irrigation and Drainage Equipment and Machinery
520.1	Lumber and Timber Products
520.2	Brick, Stone, Asphaltum, Adobe, etc.
520.3	Lime and Plaster
520.4	Cement
520.5	Concrete Mixers and Machinery
520.6	Metal Roofing, etc.
520.7	Sand and Gravel
520.8	Structural Steel, Iron Work, Skylights, etc.
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530	Livestock
531	Cattle
531.0	Beef, or Tribal
531.1	Dairy
531.2	Registration of
531.3	Milk and Feed Record
531.4	Tuberculin Tests and Records

532	Horses and Mules
533	Sheep
533.0	Registration of
534	Goats
534.0	Registration of
535	Hogs
535.0	Registration of
536	Chickens
537	Cattle and Sheep Dip, etc.
538	Hides and Skins
539	Epidemics and diseases of Animals & Fowls
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541.0	Unused- Government.
541.1	Used or Accomplished- Government (Note #19)
541.2	Commercial (and freight bills)
542	Delays, Losses or Damages in Transit
543	Demurrage
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545	Automobile
546	Boat
547	Federal Traffic Board Reports, etc.
548	Switching Charges
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550	Office Supplies and Equipment
551	Adding and Calculating Machines
552	Typewriters
553	Mimeographs, Multigraphs and other Duplicating Appliances
554	Stationery and Office Supplies
555	Desks, Filing Cabinets, etc.
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560	Printing and Binding
561	Paper, Printing
562	Forms, etc. by Government Printing Office
563	by School Plants
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566	Printing Ink and other Printing Supplies
567	Printing Equipment - Presses, Paper Cutters, etc.
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570	Seeds, Trees, Shrubbery, Flowers
571	Farm or Garden Seeds
572	Trees, Fruit
573	Nut
574	Ornamental

574	Shrubbery
575	Flowers, Seeds and Bulbs
576	Insecticides, Fungicides, Sprays
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580	Automobiles and Tractors
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584	<i>Fires</i>
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590	Miscellaneous Supplies and Equipment, not otherwise specified
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593	Arms and Ammunition
594	Band Instruments & Band Music; Pianos & Organs
595	Athletic Goods and Equipment
596	Milking Machines
597	Moving and other Picture Machines
598	Radio Equipment
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610	Indians in World War
620	U. S. Army
630	U. S. Navy
640	National Guard
650	Indians as Scouts
660	War Relief Work- Red Cross, etc.
670	Military Training
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700	HEALTH AND SOCIAL RELATIONS
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702	Quarantines
703	Camps and Camping
704	Child Welfare
705	Physicians, Surgeons, etc. Bills
706	<i>(Foster Indian Children in White Homes)</i>
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710	Sanitation
711	Insects and Pests
712	Germs and Germicides
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722.0	Admission of Reservation Indians in
722.1	Charges or Fees
722.2	Hospital Reports
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725	Insurance - Life, Accident, etc.- Protection of Indians
726	Pensions, Old Age
727	<i>Welfare</i>
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730	Diseases and Injuries
731	Epidemics
732	Treatment
733	Contract Physicians and Surgeons
734	Medical Examinations

735	Injuries
735.0	Employees Compensation
736	Trachoma
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741	Births
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745	Divorce
746	Polygamy
747	Support of Family
748	Intoxicants, Effect on
749	Community Meetings
750	Amusements and Athletics
751	Moving Pictures, Films, Supplies, etc.
752	Football
752.0	Coaches
752.1	Contracts
752.2	Schedules
752.3	Publicity
753.4	Proposals for Games
752.5	Insurance on Games
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752.9	Other Football Correspondence
753	Baseball
753.0	Coaches
753.1	Contracts
753.2	Schedules
753.3	Publicity
753.4	Proposals for Games
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753.9	Other Baseball Correspondence
754	Basketball
754.0	Coaches
754.1	Contracts
754.2	Schedules
754.3	Publicity
754.4	Proposals for Games
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754.9	Other Basketball Correspondence

755	Other Sports
755.0	Track Meets
755.1	Tennis
755.2	Wrestling and Boxing
756	Lyceum Courses
757	School Plays, Entertainments, Dramas, etc.
758	Funds for, including Season Tickets
759	Stadium
760	Funerals and Burials
761	Burial Expenses
762	Monuments and Tombstones
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770	Charities and Benevolences
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780	Food - Diet
781	Menus, Bills of Fare, Schools
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- 800 EDUCATION
- 801 Rules and Regulations
- 801.1 Enrollment without Approval of Superintendent
- 802 Compulsory Education
- 802.0 Desertions and Deserters (Note #21)
- 803 Contract and Public Schools
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- 805 School Terms, Vacations, Commencements, Closing and
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- 806 Schools (Miscellaneous School Correspondence not otherwise
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- 806.1 Reservation Day
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- 806.5 Indian Schools taken over by Public Schools
- 806.6 Capacities
- 806.7 Accredited Indian Schools
- 806.8 For Navajos, and Navajo School Situation
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- 808 School Surveys
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- 810 Teaching and Training
- 811 Agriculture
- 811.0 Types and Breeds of Farm Animals
- 811.1 Horticulture
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- 811.8 Insects and Pests
- 811.9 Other Agricultural
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- 812.0 Cooking - Food Preservation
- 812.1 Laundering
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- 813 Industrial Training
- 813.0 Auto Mechanics
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813.5 Painting
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