

DEPARTMENT OF THE INTERIOR

FILING SYSTEM

Of The

UNITED STATES INDIAN FIELD SERVICE

San CARLOS INDIAN AGENCY

San Carlos Arizona

October 1, 1941

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.

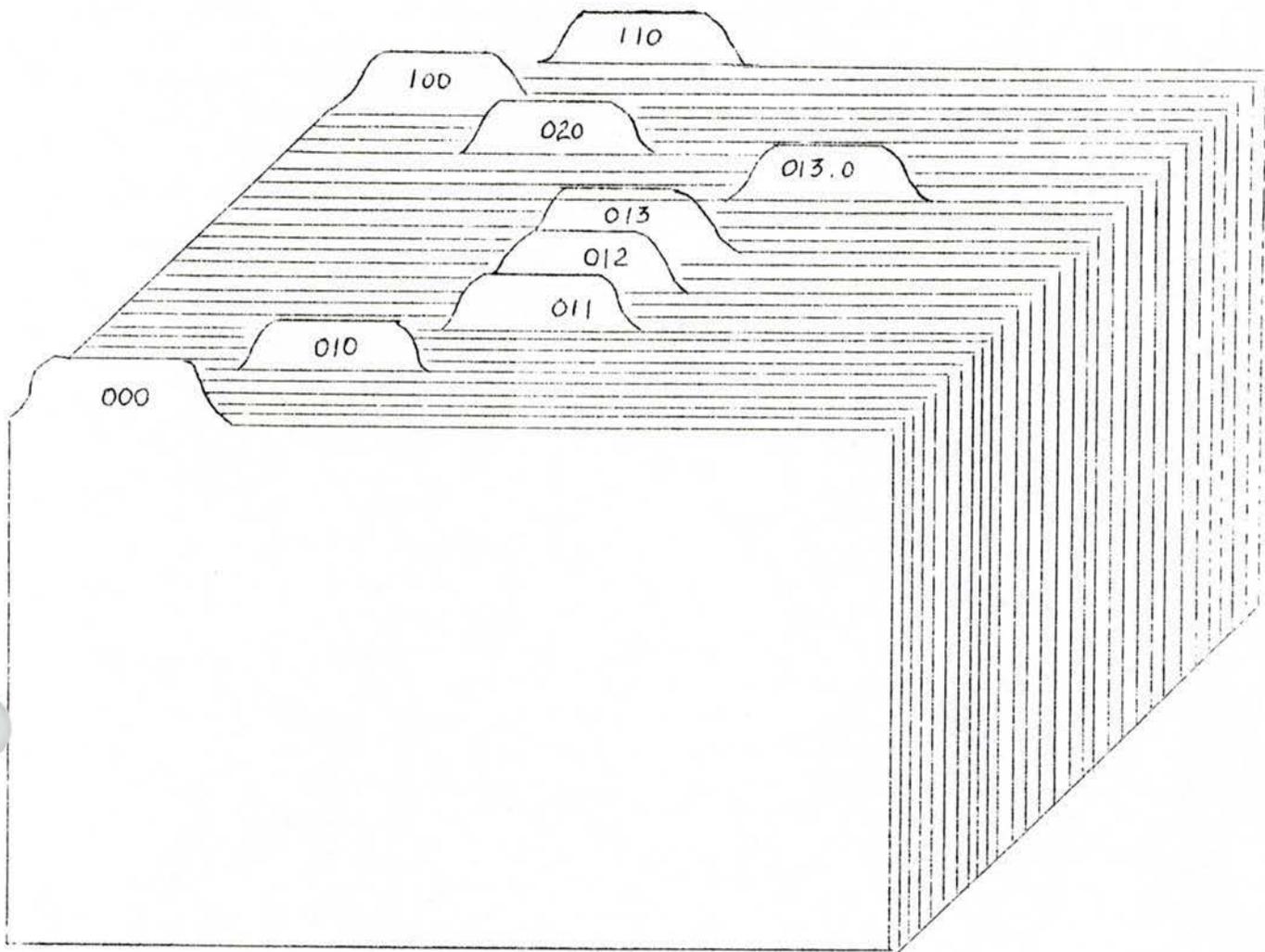
Also, and with the same purpose in mind, it is desirable to have all correspondence relating to a given subject filed together in one place. When, however, this can not be done and a related paper must be filed elsewhere, a cross reference slip must so indicate.

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 indentified 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, 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:

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 Miscellaneous Correspondence (Note # 1)
- 004 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 Congressional Records
- 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
- 031.4 Treasury States Accts. Office
- 031.5 Office of Govt Reports, Phoenix
- 031.6 S.C.S. Co-operative Program
- 031.7 Biological Survey
- 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

- 034	Post Office Department
- 035	Treasury Department
- 036	War Department
- 037	Civil Service Commission
- 038	Bureau of Standards
- 039	Other Departments & Establishments
- 039.0	Other Agencies
- 039.0	Blackfeet Agency; Mont.
- 039.0	Carson Agency; Nev.
- 039.0	Cheyenne & Arapacho Agency; Okla.
- 039.0	Colorado River Agency; Ariz.
- 039.0	Consolidated Chippewa Agency; Minn.
- 039.0	Consolidated Ute Agency; Colo.
- 039.0	Chilocco School; Okla.
- 039.0	Five Civilized Tribes Agency; Okla.
- 039.0	Flandreau School; S. Dak.
- 039.0	Fort Apache Agency; Ariz.
- 039.0	Fort Hall Agency; Idaho
- 039.0	Fort Huachuca Agency; Ariz.
- 039.0	Fort Peck Agency; Mont.
- 039.0	Great Lakes Agency; Ashland, Wis.
- 039.0	Haskell Institute; Kans.
- 039.0	Hoopa Valley Agency; Calif.
- 039.0	Hopi Agency, Ariz.
- 039.0	Jicarilla Agency; N. Mex.
- 039.0	Kiowa Agency; Okal.
- 039.0	Klamath Agency; Oregon
- 039.0	Mescalero Agency; N. Mex.
- 039.0	Mission Agency; Calif.
- 039.0	Navajo Agency; Ariz. & N. Mex.
- 039.0	Osage Agency; Okla.
- 039.0	Pawnee Agency; Okla.
- 039.0	Phoenix Sanatorium; Ariz.
- 039.0	Phoenix School; Ariz.
- 039.0	Pima Agency; Ariz.
- 039.0	Pine Ridge Agency; S. Dak.
- 039.0	Potawatomi Agency; Kans.
- 039.0	Quapaw Agency; Okla.
- 039.0	Rosebud Indian Agency; S. Dak.
- 039.0	Sacramento Agency; Calif.
- 039.0	San Xavier Sanatorium; Ariz.
- 039.0	Sells Agency
- 039.0	Seminole Agency; Fla.
- 039.0	Sequoyah Training School; Okla.
- 039.0	Shawnee Agency; Okla.
- 039.0	Shawnee Sanatorium; Okla.
- 039.0	Sherman Institute; Calif.
- 039.0	Standing Rock Agency; N. Dak.
- 039.0	Tomah Agency; Wis.
- 039.0	Tongue River Agency; Mont.
- 039.0	Truxton Canyon Agency; Ariz.

- 039.0 United Pueblos Agency; N. Mex.
- 039.0 Uintah & Uray Agency; Utah
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- 039.1 State of Arizona Misc. Departments
- 039.2 National Youth Administration
- 039.3 Department of Agriculture
- 039.4 Works Projects Administration
- 039.5 Central Purchase Forest Service
- 039.6 Coolidge Irrigation Service
- 039.7 St. Elizabeth Hospital
- 039.8 U. S. Compensation Commission
- 039.9 Federal Prison Industries, Inc.
- 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 & Narrative (File by years)
- 052 Statistical Records and Reports (correspondence)
- 052.0 Physicians reports
- 052.1 Field or Outing Matrons reports
- 052.2 Farmers reports
- 052.3 Stockmen reports
- 052.4 Dairymen reports
- 052.5 Day School Inspectors
- 052.6 Census of Manufactures
- 052.7 Law & Order reports
- 052.8 Extension reports
- 052.9 Other Statistical Reports
- 052.10 Extension Misc.
- 052.11 Forestry reports
- 053 Historical Data
- 053.0 Genealogy-Family History etc.
- 054 Census Matters
- 054.0 Tribal Census
- 054.1 School Census

- 054.2 Agricultural 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, Voting
- 063.0 Tribal Rolls
- 064 Councils-Acts of Tribal Councils, Constitution & Bylaws
- 064.0 Minutes Tribal Council
- 064.1 Correspondence re Minutes
- 064.2 Councils, Accts. of Laws & Order
- 065 Elections
- 066 Delegations
- 067 Business Committees
- 068 Adoptions
- 069 Petitions
- 069.0 Ordinances
- 069.1 Resolutions
- 069.2 Correspondence re Resolutions & Ordinances
- 069.3
- 069.4
- 069.5
- 069.6
- 069.7
- 069.8
- 069.9
- 069.10 Correspondence etc. re Charter

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- 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 Prayer service

- 080 Patents and Trademarks
- 081 Inventions
- 082
- 083
- 084
- 085
- 086
- 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 Social Service Commission
- 097 Eastern Assn. of Indian Affairs (Phillip's Academy)
- 098 Industrial Commission of Arizona
- 099 General Federation of Womens Clubs
- 099.0 Nat'l. Assn. of Indian Affairs
- 099.1 Social Security Board
- 099.2 Indian Cooperative Assn.
- 099.3 Public Health Service
- 099.4 Nat'l. Society of Daughters of the American Revolution.

- 100 ADMINISTRATION AND CONTROL
- 101 Office Methods - Condition of Work
- 102 Office Instructions & Memoranda to Employees
- 103 Industrial Program
- 103.0 General Reservation Program.
- 103.1 Safety Program
- 103.2 Safety Bulletins
- 103.3 Staff Meetings
- 104 Filing System
- 105 Reorganization Indian Bureau
- 106 Federal Business Associations
- 107 Night Watchmans Reports
- 108 Holidays
- 109

- 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 " Purchasing Office
- 112.4 " Comptroller General
- 112.5 " Roads
- 112.6 " E. C. W.
- 112.7 " I. O. Unnumbered
- 112.8 " Personnel (Bulletins)
- 112.9 " Civil Service Commission Selective Service
- 112.10 " Newspaper releases
- 112.11 Soil & Moisture Conservation Circulars
- 112.12
- 112.13
- 112.14
- 113 Permits
- 113.0 " , to enter Indian Territory
- 114 " , Wood Cutting

- 115 Hunting, Fishing , Trapping etc.
- 115.0 Licenses
- 116 Orders, Indian Office (Note # 5)
- 117 Orders Secretary of Interior
- 118 Orders General Accounting Office
- 119 Orders San Carlos Agency
- (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
- 127 Indians Competent - Roll of Honor
- 128 Indian Suffrage
- 129

- 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
- 137 Jurisdiction of Superintendents
- 138 Location
- 139 Abolishment of positions
- 139.0 Establishment of Positions
- 139.1 Allocations & Reallocations
- 139.2 Classification of Positions Welch Act.

- 140 Communication
- 141 Mail Matters
- 141.0 Penalty Envelopes
- 142 Post Offices
- 143 Telegraph Service & Rates & Department Code
- 143.0 Telegrams, Original 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 & News to Press
- 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 Preselyting and Religious Controversies
- 154 Charges against Employees (Note #7)
- 155 Complaints (Note #7)
- 156 Inspection Circulars, Suggestions, Instructions
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- 160 Officers and Employees
- 160.0 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, Correspondence
- 160.5 Changes in Employees Reports
- 160.6 Increase of Compensation, Certificates
- 160.7 Perquisites and Subsistence of Employees & Children
- 160.8 Membership in Associations and Organizations
- 160.9 Schedule of Vacant Positions
- 160.10 Schedule of furlough & Compensation deductions
- 160.11
- 161 Personnel or Status File (Note #8)
- 161.0 Ex-Personnel File (Note #8)
- 162 Applications for Positions
- 162.0 Agricultural Instructor
- 162.1 Stockman & Extension Agent
- 162.2 Blacksmith
- 162.3 Carpenter
- 162.4 Clerk
- 162.5 Cook
- 162.6 Dairyman
- 162.7 Day School Inspector
- 162.8 Disciplinarian & adviser
- 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 Deputy Special Officer
- 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 Stockman & Extension agent
- 163.2 Blacksmith
- 163.3 Carpenter
- 163.4 Clerk
- 163.5 Cook
- 163.6 Dairyman
- 163.7 Day School Inspector
- 163.8 Disciplinarian & Adviser
- 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 Deputy Special Officer
- 163.24 Superintendent
- 163.25 Superintendent of Industries
- 163.26 Supervisor
- 163.27 Tailor
- 163.28 Teacher
- 163.29 Other Positions
- 164 Leaves of Absence (Note # 10)
- 164.0 Educational Leave (Note # 10)
- 165 Hours of Labor
- 166 Federal Employees Union
- 166.0 Retirement & other Deductions, Corres.
- 166.1 Reclassification
- 167 Efficiency Reports (Note # 10) Promotion Lists, etc.
- 168 Irregular Employees
- 169 Miscellaneous, Temporary Employees

- 170	Law
- 170.0	Law & Order Code
- 170.1	Law & Order Enforcement officers, Gen. Corres.
- 171	Federal - Acts of Congress
- 171.0	Economy Act - Furlough Deductions, etc.
- 172	State
- 173	Courts
- 173.0	Decisions
- 173.1	Judgments
- 173.2	Injunctions and Mandamus
- 173.3	Calls for Evidence
- 173.4	Judges - Nomination, Election
- 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 - U. S. Attorney
- 175.2	Fines and Penalties
- 175.3	Pardons & Paroles
- 175.4	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	Transportation of Indians on Freight Train
- 185	Employees, Via Airlines
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- 200 FINANCE AND ACCOUNTS
- 201 Receipts for Goods etc.
- 202 Authorities, Budget (Note by fiscal years)
- 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
- 202.7 Fund Limitations
- 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.
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- 210 Funds - Appropriations
- 210.0 S-100 & S-200 Cattle Industry Accts.
- 211 Estimates, Fiscal Year (Note #11)
- 211.0 Corres. Re.
- 211.1 Salary Lists
- 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, Balances or Savings,
- 220.3 Funds, requests for
- 220.4 Check Books, Requests for, etc.
- 220.5 Checks, Cancelled & Duplicate (Including Idemnity Bonds and issue of Duplicate Checks)
- 220.6 Checks, bad
- 220.7 Banks, bonded
- 220.8 Allotments, Correspondence
- 220.9
- 220.50 Checks, Individual Indian Money
- 220.51 Payment of when Payees are Deceased or Incompetent or when Error in Name or Designation

- 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
- 222.0 Check Lists, Treasury, for Genl. Acctg. Office
- 222.1 Individual Indian Money
- 222.2 Proofs of Depository Balances (Genl. Acctg. Office)
- 223 Official Receipts (note #14)
- 223.0 Miscellaneous Official Receipts & Corres.
- 223.1 Schedule of Collections
- 223.2 Correspondence on schedule of collections
- 224 Journal Vouchers & Washington Transactions
- 224.0 Allotments, withdrawal of
- 224.1 Funds, Advance of
- 225 Bonds or securities covering Investment of Individual
 Indian Money (File individually)
- 226 Disbursing Officers Vouchers
- 226.0 Abstracts of Disbursements (Note #12)
- 226.1 Account Current (" 12)
- 226.2 Trial Balance and Exceptions to
- 226.3 Report Unliquidated Encumbrances & allotment & expenditure
 report.
- 226.4 Payroll of Employees, Misc. Corres.
- 226.5 Pupils and other Indian Accounts (Abstract
 Individual Indian Moneys)
- 226.6 Annuity Rolls (Correspondence Only) (Note #15)
- 226.7 Form B. Reports
- 226.8 Disbursing Officers Transactions, Statement of
- 226.9 Disbursing Officers Transactions, Albuquerque, N. Mex.
- 226.9 Disbursing Officers Transactions; Los Angeles, Calif.
- 226.10 Stamp Report
- 226.11 Retirement & Disability fund credits
- 226.12 Schedule of War Savings Stamps & Bonds
- 227 Encumbrance Record
- 228 Report of Purchases
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- 230 General Accounts
- 230.0 Exceptions to
- 230.1 Monthly Report of Property
- 230.2 Traveling Auditors Reports & Exceptions
- 231 Inventories of Stores and Fixed Property
- 231.0 Stores
- 231.1 Livestock
- 231.2 Fixed Property
- 231.3 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)

- 232 Surplus property for transfer and Property transferred
- 233 Condemnation of Public Property & Correspondence re.
- 234 Interunit Transfer Vouchers,
- 234.0 " " " , received
- 234.1 " " " , issued
- 235 Register 1
- 235.0 Requisitions for Stores (Note #16)
- 236 Register 4
- 236.0 Miscellaneous Papers Supporting (Note #17)
- 236.1 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)
- 242 Reimbursable Property Report
- 242.0 Reimbursable Property on Hand Corres. re same
- 242.1 Reimbursable Losses correspondence re same
- 243 Tribal Corporation Loans, Revolving credit funds
- 244 Tribal Reimbursable (Incl. Asst. funds etc.)
- 245 Reimbursable Purchase Orders
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- 250 Annuities
- 251 Payments to Indians
- 252 Computation of Annuities
- 253 Claims
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- 260 Claims - Vouchers or Bills
- 261 Settlement of by Washington Office
- 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 (Mailing Lists etc.)
- 271 Hides
- 272 Stock & cattle sales
- 273 Manufactured Articles
- 274 Farm Products
- 275 Stores
- 276 Subsistence of Employees
- 277 Services - Labor
- 278 Junk
- 279 Lumber

- 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
- 287 Laundry Services
- 288 Mission Schools
- 289 Public Schools (Note #18)
- 289.0
- 289.1
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- 290 Other Miscellaneous
- 291
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- 300 LANDS
- 301 Grazing Matters
- 301.0 Taylor Grazing Act
- 301.1 San Carlos Mineral Strip
- 302 Taxes, Duties, Customs, etc.
- 303 Rifle & Target Ranges - Drill Grounds
- 304 Surveys and Appraisements (Range Surveys)
- 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
- 308.3 Air Port
- 309 Islands and Swamp Lands

- 310 Transfer of Lands-Sales-Extension of Payments
- 311 Deeds and Titles - Conveyance of Lands
- 312 Patents
- 313 Sale of School or Agency Land, Plants, or Buildings
- 314 Mortgages
- 315 For Mission or Mission School Purposes
- 316 Colorado River Development & Colonization program
- 317
- 318
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- 320 Leasing of Lands
- 321 Farming and grazing - assignments - Permittees
- 322 Oil and Gas - Assignments
- 322.0 Oil Gauging and Measuring
- 323 Coal and Asphalt - Assignments
- 324 Mineral Land, and Smelting
- 324.0 Mining - Asbestos
- 325 Oil Tank Sites
- 326 Timber Cutting of dead and down
- 327 Apiary Permits (Bees)
- 328 campsites
- 329

- 330 Resources and Development - Analysis
- 330.0 General And Statistical
- 330.1 Incoming Telegrams
- 330.2 Outgoing Telegrams
- 330.3 Publications General
- 330.4 Maps, Charts & Surveys
- 330.5

- 330.5 Miscellaneous Correspondence
- 330.6 Statistics *see note
- 330.7 Annual Reports
- 330.8 Semi-Annual Reports
- 330.9 Quarterly Reports
- 330.10 Monthly Reports
- 330.11 Weekly Reports
- 330.12 Other Reports
- 330.13
- 330.14
- 330.15
- 330.16
- 330.17
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- 330.20 ADMINISTRATION AND CONTROL
- 330.21 Office Instructions & Memorandum to Employees
- 330.22
- 330.23
- 330.24
- 330.25
- 330.26
- 330.27
- 330.28
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- 330.30 Rules and Regulations
- 330.31 CCC Circulars
- 330.32 CCC Orders
- 330.33 Miscellaneous Circular Letters
- 330.34
- 330.35
- 330.36
- 330.37
- 330.38
- 330.39

* Other Jurisdictions: File all correspondence alphabetically for each unit.

* Statistics: File Reports separately according to Type of Report, such as Form 7, etc.

- 330.40 Communication
- 330.41 Telephone Lines, etc.
- 330.42 Radio
- 330.43
- 330.44

- 330.45 Inspection and Investigations--Inspection Reports
- 330.46 Boards of Survey
- 330.47
- 330.48
- 330.49

- 330.50 Officers and Employees
- 330.51 Details, Travel Orders, Visits and Reports
- 330.52 Itinerary of Traveling Officials
- 330.53 Miscellaneous Personnel, CCC
- 330.54 Camps and Messes
- 330.55
- 330.56 Enrollee Personnel
- 330.57 CCC Quarters
- 330.58
- 330.59

- 330.60 FINANCE AND ACCOUNTS
- 330.61 Funds, Appropriations
- 330.62 Estimates, Fiscal Year
- 330.63 General CCC Set-Up
- 330.64 Payrolls of Employees
- 330.65
- 330.66 D.O. Vouchers, Correspondence General
- 330.67 Misc. Official Receipts
- 330.68
- 330.69 Encumbrance Records
- 330.70 Journal Vouchers
- 330.71 Wage Schedules
- 330.72
- 330.73
- 330.74

- 330.75 Exceptions to Accounts (by Months)
- 330.76 Traveling Auditor's Reports & Exceptions
- 330.77 Inventories, Stores & Property
- 330.78
- 330.79
- 330.80
- 330.81 Condemnation of Property
- 330.82
- 330.83
- 330.84

- 330.85 Surplus Property
- 330.86
- 330.87
- 330.88
- 330.89 Inter-unit Transfer Vouchers

- 330.90 CONSTRUCTION, PROGRAMS, DATA SHEETS
- 330.91 Warehouse & Transportation
- 330.92 General Expense
- 330.93 Field Repairs (Equipment)
- 330.94 Garage Repairs
- 330.95 Roads
- 330.96 Fencing
- 330.97 Boundary
- 330.98 Range Division
- 330.99 Reservoirs & Dams
- 330.100 Swimming Pool
- 330.101 Water Development
- 330.102 Landscaping
- 330.103 Subsistence Gardens
- 330.104 Buildings & Building Maintenance
- 330.105 Traps & Enclosures
- 330.106 Communication
- 330.107 Telephone, constr. of etc.
- 330.108 Radio, installation of, etc.
- 330.109 Cooperative Program S.C.S.
- 330.110 Cooperative Program A.A.A.
- 330.111
- 330.112
- 330.113
- 330.114
- 330.115
- 330.116
- 330.117
- 330.118
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- 330.120 Enrollee Program
- 330.121 Forest Fire Suppression
- 330.122 Pre-suppression
- 330.123 Fire School
- 330.124 Misc. Training Schools
- 330.125 Telephone & Radio Training School
- 330.126
- 330.127 Transportation of Enrollees
- 330.128
- 330.129

- 330.130 SUPPLIES AND EQUIPMENT
- 330.131 Heavy Equipment
- 330.132 Miscellaneous Supplies for Enrollees
- 330.133
- 330.134 Tools
- 330.135 Automotive
- 330.136
- 330.137
- 330.138
- 330.139 Office Equipment
- 330.140
- 330.141 Photographs, Moving Picture Films, Equipment, etc.
- 330.142
- 330.143 Office Supplies
- 330.144
- 330.145
- 330.146
- 330.147
- 330.148
- 330.149

- 330.150 HEALTH
- 330.151 Diseases and Injuries
- 330.152 Injuries and Sick Reports
- 330.153 Employees Compensation
- 330.154
- 330.155
- 330.156
- 330.157
- 330.158
- 330.159
- 330.160
- 331 Prospecting
- 332 Mines, Mining, Mineral Lands
- 333 Mineral Springs
- 334 Quarries-Tufa stone
- 335 Gravel and Sand Pits
- 336 Gas Wells
- 337 Oil Lands
- 338 Fish and Fisheries
- 339 Forests, Logging & Lumbering - Forest Fires

- 340 Improvement
- 341 Irrigation and Irrigation Projects
- 341.0 Coolidge Dam
- 341.1 Irrigation cost reports
- 341.2 Blackpaint project
- 341.3 Irrigation of garden tracts
- 341.4 Water Rights of Gila river
- 341.5
- 341.6
- 341.7
- 341.8
- 341.9
- 342 Fences
- 343 Drainage
- 344 Grazing & Range Program
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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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- 360 Acquisition of Lands
- 361 Military Posts
- 361.0 Fort Apache
- 361.1 Fort Wingate
- 361.2
- 361.3
- 361.4
- 361.5
- 362 Purchases (Lands or Bldgs.) for School or Agency Purposes
- 363 Rented (Lands or Bldgs.) School or Agency Purposes
- 364
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- 370 Rights of Way
- 371 Railroad
- 371.0 Spur Tracks for Schools or Agencies
- 372 Pipelines
- 373 Telegraph
- 374 Telephone *& Highways*
- 375 ~~Roads, Bridges and Cattle Trails~~
- 375.1 Black River Project
- 375.2 Gilson Wash Bridge
- 375.3 San Carlos River Bridge
- 375.4 San Carlos - Cutter Road
- 375.5 Hilltop - Cassadore Springs Road
- 375.6
- 375.7 Bridges, Misce.
- 375.8
- 375.9
- 375.10 Roads Projects Allotments
- 375.11 Roads Monthly Cost Acct. Reports
- 375.12 Cost Account Corres. Gen.
- 375.13 Cost Estimates
- 375.14 Roads Monthly Progress Reports
- 375.15 Roads Monthly Bureau of Labor Statistics Reports
- 375.16 Roads Project Reports
- 375.17 Final Roads Project Costs
- 375.18
- 375.19
- 375.20 Roads Monthly Financial Statement
- 375.21 Roads, Property
- 375.22 Maps & Blueprints, Gen. Corres. etc.
- 375.23
- 375.24
- 375.25 Roads, Annual Reports
- 375.26
- 375.27
- 375.28
- 375.29
- 376 Ferries
- 377 Canals and Irrigation Ditches
- 378 Power Plants and Lines
- 379 Claims For Cattle Killed

- 380 Allotment of Lands
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- 390 Indian Homesteads
- 391 Homesteading Adjount to Reservation
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- 400 BUILDINGS AND BUILDING EQUIPMENT
- 400.1 Wage Scales
- 400.2 6-Year Construction Program
- 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, Repairs, Improvements & Construction of -
- 411 Dormitories
- 411.0 Boys
- 411.1
- 411.2
- 411.3 Girls
- 411.4
- 411.5
- 411.6 Sleeping Porches
- 412 Schools
- 412 Bylas
- 412 San Carlos
- 412.0 Library and Reading Rooms
- 412.0 Bylas
- 412.0 San Carlos
- 413 Trades (Shops)
- 413.0 Blacksmith & Garage & Equipment for
- 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) Gen.
- 414.0 " " (Indian)
- 414.0 " " (Chicago)
- 414.0 " " (San Francisco)
- 414.0 " " (St. Louis)
- 414.1 Oil Storage & Gas
- 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
- 415.8
- 415.9 Other Farm Buildings
- 416 Dwellings, Gen.
- 416.0 Employees Club or Building
- 416.1 Superintendent's Residence
- 416.2 Employees Cottages or Quarters
- 416.3 Teacherages
- 416.4 Supt. of Livestock
- 416.5 Stockmen Cottages
- 416.6
- 416.7
- 416.8
- 416.9
- 417 Religious
- 417.0 Catholic
- 417.1 Protestant
- 418 Health
- 418.0 Sanatoria
- 418.1 Hospitals

- 419 Miscellaneous Buildings Employees Garage
- 419.0 Bridges - (See 375 Section also)
- 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
- 419.8 Rehabilitation - Gen. Construction
- 419.9 " , Sanitation
- 419.10 " , Domestic Water Supply
- 419.11 P.W.A. & W.P.A.
- 419.12 C.W.A.
- 419.13 Rehabilitation Vouchers & Accts.
- 420 Building Equipment
- 421 Fire Extinguishers and Fire Protection
- 422 Machinery and Machine Tools
- 422.1 Pipe Making Machinery
- 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
- 428 Coaling Systems
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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
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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
449.7	Jails
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450	<i>ROADS</i>
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500 SUPPLIES AND FARM STOCK
 500.1 Procurement Offices
 - 501 Annual Estimates and Annual Lettings
 - 502 Bids and Awards
 - 502.1 Company Requests on Bidders Lists
 - 503 Supplies for Private Use
 - 504 Surplus Property and Supplies
 - 505 Price Lists
 - 506 General Schedule of Supplies
 - 507 Standard Specifications
 508
 - 509 Miscellaneous

 - 510 Annual Estimate or Open Market Purchases
 - 510.0 Report of Purchases
 - 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	Hook & Eyes
- 510.55	Toilet Paper
- 510.56	Pins, Brass, Hair and Safety
- 510.57	Ribbon
- 510.58	Safety Razors
- 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 & Furniture polish
- 510.103	Table Tops
- 510.104	Lockers, Steel or Wood
510.105
510.106
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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
510.116
510.117
510.118
- 510.119	Other 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 Biological Products
- 510.187 Magazines
- 510.188
- 510.189 Other Miscellaneous

- 510.190 School Books and Supplies (Class 19 A. E.)
- 510.191 Books
- 510.192 Books for Selection or Adoption
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