

## APPENDIX

### Subject-Numeric Classification Outline for the Classified Central Files (Entry 7)

#### Accounting

- 1 Accounts Current (Money deposited to accounts of disbursing officers)
- 1-1 Depositories
- 2 Audits
- 2-1 Exceptions (Disallowed items)
- 2-1-1 W.P.A. (General)  
(File by State & D. O. Voucher No.)
- 3 Bonding of Employees
- 4 Disbursements (Except salary checks--see Accounting 6)
- 4-1 Schedule of
- 5 Expenses
- 6 Payrolls--Salaries
- 6-1 Checks (Salary--except authorization to distribute--see Authorizations 5)
- 6-2 Payroll Reports (P.W.A.--Semi-monthly--Do not index)
- 7 Receipts--Collections--Reimbursements
- 7-1 Checks--Money Orders--Currency--Postage
- 7-2 Schedule of Collections--W.P.A.
- 8 Vouchers--Invoices
- 9 Procedures

#### Appropriations

- 1 Budget
- 1-1 Personnel Estimates
- 2 Expenditures--Encumbrances
- 2-1 Report of Expenditures
- 2-1-1 Foreign Report of Expenditures
- 3 Transfer of Funds
- 4 Availability of Funds

#### Authorizations

- 1 Advance of Funds
- 2 Delegation of Authority
- 3 Meetings, to attend
- 4 Powers of Attorney
- 5 Salary Checks, to distribute
- 6 Travel
- 7 Vouchers and Payrolls, to approve
- 8 Letters of Authorization (Filed by number)
- 9 Security Officers (Region 4--O.W.I.)  
(See Committees 2--Security Advisory Board)

## Claims

- 1 Death Claims
- 2 Claims--W.P.A.
- 2-1 Death Claims
- 2-2 Certificate of Settlement
- 2-3 Certified Certificate of Settlement

## Committees

- Board of Hospital Consultants
- Civil Service Committee of Expert Examiners for F.W.A.
- Federal Committee on Highway Safety
- 1 Appointments
- 2 Inter-Departmental (File by name)
  - Advisory Board of Surplus Property
  - Advisory Committee on Procurement Policy
  - Committee on Postwar Construction
  - Federal Contracts Committee
  - Federal Inter-Departmental Safety Council
  - Federal Specifications Board
  - Industry Advisory Council
  - Minutes of Meetings
  - Technical Committees
  - Technical Committees on Office Supplies
  - Inter-Agency Committee on Development of Alaska
  - Inter-Agency Committee on Federal Employment
  - Inter-Agency Committee on Special Employment Problems
  - Inter-Agency Construction Coordinating Committee
  - Presidents' Scientific Research Board
  - Public Works Construction Industry Advisory Committee
  - Retraining and Reemployment Advisory Council
  - Security Advisory Board
  - United States Standard Commodity Catalogue Board  
(Inter-Agency Technical Committee)
- 3 Intra-Departmental (File by name)
  - Federal Property Committee
  - Federal Works Agency Division Committees  
(Filed by division number)
  - Federal Works Agency Division Committee Wage Boards  
(Filed by division number)
  - Federal Works Agency Loyalty Program
  - Federal Works Agency Welfare Committee

## Communications

- 1 Mail
- 1-1 Postage Stamps
- 1-2 Routing
- 2 Postal Laws and Regulations
- 2-1 Penalty Privilege

Communications (Continued)

- 3 Preparation of Correspondence
- 4 Telegraph--Teletype--Radio--Cablegram
- 5 Telephone
- 5-1 Toll Calls
- 6 U. S. Official Mail and Messenger Service

Cooperation

- 1 Cooperative Agreements--Memos of Understanding

Defense Housing

- 1 Projects
- 2 Contracts
- 2-1 Bids--Plans--Specifications

Defense Industries

- 1 Designation of

Economics

- 1 Construction  
Council of Economic Affairs
- 2 Price Control
- 3 Housing
- 3-1 Rents
- 4 Rubber
- 5 Sugar
- 6 Metal
- 7 Planning

Employment (Nongovernment)

- 1 Labor
- 2 Unemployment
- 3 Wages

Finance

- 1 Insurance
- 2 Securities (Stocks--Bonds)  
P.W.A. Bonds (Purchase of)  
P.W.A. Bonds (R.F.C.)
- 3 Taxation
- 3-1 Income Tax
- 4 War Savings (Payroll Savings)

Forms

- 1 Request for

Illustrations

- 1 Charts--Graphs--Maps--Drawings
- 2 Photography and Films
- 2-1 Aerial

Inventions--Patents

Investigations

- 1 Restitution (File by case number) W.P.A.

Land--Property

- 1 Acquisition
- 2 Disposition
- 3 Easements

Legislation

- 1 Federal
- 1-1 House Resolutions (File by number)
- 1-2 Senate Resolutions (File by number)
- 1-3 Proposed
- 2 State

Litigation

- 1 W.P.A.

Meetings

- International Development Works Committee
- Presidents' Conference on Fire Prevention
- Presidents' Conference on Highway Safety
- 1 Minutes
- 2 Hearings
- 3 Appointments--Engagements

Opinions--Decisions

- 1 Comptroller General Decisions
- 1-1 Daily Synopsis of Opinions
- 2 General Regulations

Orders

- 1 Administrative Memoranda
- 2 Administrative Orders
- 3 Commissioners Memoranda, Community Facilities
- 4 Administrative Circulars
- 5 Staff Memoranda

## Orders (Continued)

- 6 Special Orders
- 7 Executive Orders

## Organization

- 1 Functions--Procedures
- 2 Policy
- 3 Reorganization
- 3-1 Commission on Organization of Executive Branch of the Government

## Personnel

- 1 Appointments--Employment
- 1-1 Reinstatement--Reemployment
- 1-2 Applications
- 2 Classification--Duties
- Classification Sheets
- 3 Contributions
- 3-1 Community Chest
- 3-2 Infantile Paralysis Campaign (Mile of Dimes)
- 3-3 Red Cross
- 3-4 War Loan Campaign
- 3-4-1 6th War Loan Campaign
- 3-4-2 7th War Loan Campaign
- 3-5 National Symphony Orchestra
- 3-6 Cancer Drive
- 4 Efficiency Ratings
- 5 Identification Cards and Building Passes
- 6 Leave
- 6-1 Annual
- 6-2 Compensatory
- 6-3 Holidays
- 6-4 Military
- 6-5 Sick
- 7 Promotions
- 7-1 Meritorious Advancement
- 8 Safety
- 9 Transfers
- 10 Recommendations
- 10-1 Advance Planning Program
- 11 Terminations
- 11-1 Retirement
- 12 Deferment of Government Employees
- 13 Detail of Personnel
- 14 Hours of Duty
- 15 Employee Suggestions
- 15-1 Suggestion Committee
- 16 Representatives of Government (Agents--Experts)

Personnel (Continued)

17           Activities  
17-1           Employee Health Service (Emergency Room)  
17-1-1         Monthly Reports  
17-1-2         Vouchers, S.F. 1080 Revised

Postwar Planning

1           Architects and Engineers  
2           Federal Highway Act  
3           Mobilization--Reconversion Act

Printing (Binding and Engraving)

1           Duplicating Work  
2           Field Printing

Procurement (Supplies--Equipment--Materials)

1           Catalogs  
2           Bids--Contracts  
3           Purchase Orders  
4           Requisitions  
5           Priorities  
6           Conservation  
6-1          Coal, fuel oil  
6-2          Government Mileage Conservation Program  
6-3          Paper  
7           Tax Exemption Certificates

Projects

1           General, P.W.A.  
2           W.P.A.  
3           P.R.A.

Property

1           Inventory  
2           Surplus  
2-1          Monthly Progress Reports  
2-2          Surplus War Property Newsletter  
2-3          Catalogues of Surplus Property  
2-4          Orders and Regulations  
2-5          Advance News Releases  
2-6          Real Property  
2-6-1        Notice of Sales (Availability)  
3           Transfer

## Publications

- 1 W.P.A. Alaska Guide
- 2 Articles
- 2 Acknowledgments and Requests
- 2-1 Postwar Public Works Data
- 3 Department Bulletins--Leaflets--Periodicals
- 3-1 Mailing Lists (General)
- 3-1 Mailing Lists (Construction materials)
- 4 Press Releases
- 5 Outside Books, Leaflets, Periodicals (Not F.W.A.)
- 5-1 Newspaper Clippings
- 6 O.W.I. Clearance
- 7 Directories
- 7-1 Telephone

## Public Relations

- 1 Invitations
- 2 Speeches
- 2-1 Clearance with O.W.I.
- 3 Commendations--Congratulatory--Greetings
- 4 Radio Broadcastings
- 5 Contests--Judging
- 6 Criticisms

## Records

- 1 Disposition of (National Archives)
- 1-1 General Schedule (File by number)
- 2 Federal Register (Correspondence only. Publications filed under Publications)
- 3 P.W.A. Records
- 4 Referred
- 5 W.P.A. Records
- 6 Personnel
- 6-1 Retirement
- 6-2 Service
- 6-3 Leave Records

## Regulations

### Reports

- 1 Monthly
- 1-1 Personnel Report for Joint Committee on Reduction of Non-Essential Federal Expenditures
- 1-2 Foreign Commitments
- 1-3 Federal Civilian Employment
- 1-4 Monthly Mail Report
- 1-5 Lend-Lease
- 1-6 Surplus Real Property

Reports (Continued)

1-7 Expenditures for Public Works  
2 Annual  
2-1 Penalty Mail  
3 Quarterly  
3-1 Cash Transactions Abroad #40-A--40-B  
3-2 Facilities and Installations Abroad #50  
3-3 Personal Property Abroad #51  
3-4 Mail Report  
3-5 Surplus Real Property (Estimates)  
4 Weekly  
4-1 Microfilm Weekly Progress Report, W.P.A.  
4-2 Monthly Construction  
4-3 Preconstruction Schedules  
4-4 General  
6 Project Control  
7 Byrd Report  
7-1 Monthly Personnel Report  
8 Bureau of Budget Field Report  
9 Weekly Report  
9-1 Weekly Field Report  
9-2 Weekly Reports on Child Care  
9-3 Weekly Time, Travel, Work Reports  
10 Monthly Report  
10-1 Financial Reports  
10-2 Contract Terminations  
10-3 Financial Status Reports

Services

1 Fees (Architectural and engineering)  
2 Cafeteria  
2-1 Operative Statements (Monthly)

Space

1 Parking (Includes permits)  
2 Directory Boards and Bulletin Boards  
3 Services (General only)

Statistics

1 Research Work

Transportation

1 Express--Freight  
1-1 Bills of Lading



Travel (Classify by name of individual)

- 1 Advance of Funds
- 2 Air
- 3 Automobiles (Use of privately owned cars)
- 4 Hotels
- 5 Itineraries
- 6 Regulations
- 7 Transportation Requests
- 8 Household Furnishings

Vehicles (Except Property, Procurement, or Travel)

- 1 Accidents (Except claims of injured employees—See Personnel)
- 2 Maintenance—Repairs (Filed by license tag numbers)
- 2-1 Monthly Reports, Expenditures, Mileage, Gas
- 3 Mileage Reports
- 3-1 Monthly
- 3-2 Quarterly
- 3-3 Annual Report
- 4 Operators' Permits