INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES VII
THE DEPARTMENT OF THE NAVY
NO. 34
OHIO

NATIONAL ARCHIVES PROJECT WORKS. PROGRESS ADMINISTRATION
INVENTORY OF FEDERAL ARCHIVES IN THE STATES

Prepared by
The Survey of Federal Archives
Division of Women's and Professional Projects
Works Progress Administration

The National Archives
Cooperating Sponsor

SERIES VII. THE DEPARTMENT OF THE NAVY

NO. 34. OHIO

90139

Columbus, Ohio
The Historical Records Survey
1939

DEPRESO UNIVERSITY LIBRARY
GRANVILLE OHIO
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

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PREFACE

The Inventory of Federal Archives in the States is one of the products of the work of the Survey of Federal Archives, which operated as a nation-wide project of the Works Progress Administration from January 1, 1936 to June 30, 1937, and has been continued since that date as a unit of the Historical Records Survey, also operating as a nation-wide project of the Works Progress Administration, and a group of state or local projects of that administration.

The plan for the organization of the Inventory is as follows:

Series I consists of reports on the administration of the survey, acknowledgments, and general discussions of the location, condition, and content of federal archives in the states. Succeeding series contain the detailed information secured by workers of the Survey, in inventory form, a separate series number being assigned to each of the executive departments (except the Department of State) and other major units of the Federal Government. Within each series No. 1 is a general introduction to the field organization and records of the governmental agency concerned; the succeeding numbers contain the inventory proper, separate numbers being assigned to each state in alphabetical order. Thus, in each series, the inventory for Alabama is No. 2, that for Arizona No. 3, that for Arkansas No. 4, etc.

For each local office information regarding each series, or unit of related records, is presented in the following order: title, inclusive dates ("to date" indicating an open file at the time the information was secured), general description of informational content, description of the system of filing or indexing (if any), a statement of frequency and purpose of use, form of the record itself (bound volumes, sheets in folders, etc.), linear footage, description of the containers, physical condition of the records (not stated if satisfactory), location by room number or other identifying information, and finally, the number of the Form 58SA on which this information was originally recorded by a Survey worker and from which it was abstracted for the Inventory. This form is on file in The National Archives. When it contains substantial information on addenda sheets which has not been included in the mimeographed abstract, indication of this is given by use of the reference "See addenda."

In Ohio the work of the Survey was under the direction of Dr. William D. Overman with Mr. William H. Verross as his assistant until February 15, 1937. At that time Mr. Verross became director and served until February 1938. The project has since been under the technical direction of the Historical Records Survey with Mr. Willmon H. Dorn as supervising clerk. This Inventory of the records of the Department of the Navy in Ohio was prepared in the Columbus office of the Survey and was edited before final typing by Dr. Henry P. Beers of the Division of Navy Department Archives of The National Archives. It is reproduced in mimeographed form through the facilities of the Historical Records Survey.

Columbus, Ohio
January 28, 1939

John O. Marsh, State Director
Historical Records Survey
in Ohio
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The Office of Inspector of Naval Aircraft at Akron, was established in 1918 for the purpose of inspecting the design, construction, fitting out, repair, testing and alterations of naval aircraft built in that city. Its earlier work was confined to signal balloons. Later it concerned itself with the construction of the Akron and the Macon. Since these aircraft were destroyed, it has been concerned with heavier-than-air construction work. Its records pertain to the technical aspects of the work alluded to above. Most of them are confidential; none of them have been lost or destroyed.

1. CORRESPONDENCE, Nov. 1917 to date. Regarding contracts, technical orders, approved manufacturers of naval material, payments for materials, utility services, personnel, naval specifications and structural details of naval materials, and equipment, construction, tests and inspection of the navy zeppelins Shenandoah, Akron, Los Angeles, Macon, and other naval aircraft, etc., with other inspectors, the Bureaus of the Navy, Federal Agencies, contractors, manufacturers, and persons interested in Naval aeronautics. (Older records, never, active, frequently, official.) 9 x 11\(\frac{1}{2}\) folders 56 ft. 2 in., in 23 drawers of steel filing cases and in cardboard boxes on steel filing case. Office 2. (1702, 1704-82, 1785, 1792-98, 1800-03, 1807, 1810-11, 1814-19, 1821-23, 1825-28, 1828, 1830-36, 1838-50, 1852-53, 1855, 1862, 1865-73, 1876, 1878-81, 1890-1900, 1905-06, 1909, 1917-40, 1945-54, 1958-69)

2. TECHNICAL NOTES, 1918 - 1920. Personal notes of Lieut. Com. Hansakers. (Never.) 9 x 11\(\frac{1}{2}\) folders, 2 in., in box on steel filing cabinet. Office 2. (1877)

3. MEMOS AND NOTES, SPECIFICATIONS, 1918 - 1928. On gas cells and other material. (Never.) 9 x 11\(\frac{1}{2}\) folders, 1 in., in box on steel filing cabinet. Office 2. (1903)

4. TELEGRAMS, May 1918 - 1928. Copies of outgoing, held for verification, and incoming telegrams. (Never.) 9 x 11\(\frac{1}{2}\) folders, 3 in., in box on steel filing case. Office 2. (1799, 1851, 1908)

5. TELEPHONE CONVERSATION MEMO, Aug. 1919 - July 1923. Of inspector. (Never.) 9 x 11\(\frac{1}{2}\) folders, 1 in., in box on steel filing cabinet. Office 2. (1904)
6. **MISCELLANEOUS DRAWINGS, 1920 to date.** Aircraft in general of all lighter-than-air and heavier-than-air. (Frequently, official.) 9 x 11\(\frac{3}{4}\) folders, 6 ft., in 3 drawers of steel filing case. Office 2. (1942)

7. **U.S. NAVY SPECIFICATIONS, 1920 to date.** Bureau of Aeronautics, Naval Airship factory, material and process specifications. (Frequently, official.) 10 x 11\(\frac{3}{4}\) vols., and folders, 2 ft., in drawer of steel filing case and in box. Office 2. (1787)

8. **BILL OF LADING, Aug. 1921 - July 1936.** For outgoing shipments. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 1 in., in box on steel file case. Office 2. (1889)

9. **WEEKLY COMPLETION REPORTS, Aug. 1923 - Dec. 1923.** From Hammondsport, N.Y. office. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 2 in., in box on steel file case. Office 2. (1874)

10. **BUREAU OF CONSTRUCTION AND REPAIR DESIGN DATA, 1923.** (Rarely, official.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 1 in., in drawer of steel filing case. Office 2. (1824)

11. **WEEKLY PROGRESS REPORTS, July 1923 - Mar. 1924.** Akron inspectors. (Never.) 9\(\frac{1}{2}\) x 11 folders, 2 in., in box on steel file case. Office 2. (1907)

12. **GENERAL CORRESPONDENCE FILE OF HAMMONDSPORT, N.Y. RESIDENT INSPECTOR'S OFFICE, Sept. 1923 - July 1926.** Personal. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 1 in., in box on steel file case. Office 2. (1910)

13. **HAMMONDSPORT, N.Y. PERSONNEL TIME RECORD, Mar. 1924 - July 1926.** Brought with Mr. Knapp, Senior Inspector, in his transfer to this port. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 1 in., in box on steel file case. Office 2. (1882)

14. **RESIDENT INSPECTORS PROGRESS REPORTS, Mar. 1924 - July 1926.** From Hammondsport, N.Y., brought with Mr. Knapp in transfer to this post. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 2 in., in box on steel file case. Office 2. (1902)

15. **WEEKLY REPORT ON PROGRESS, May 1924 - July 1926.** From resident inspectors office at Hammondsport, N.Y. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 2 in., in box on steel file case. Office 2. (1875)

16. **DISPATCH BILLS, 1926.** Of miscellaneous fabric shipments. (Never.) 9\(\frac{1}{2}\) x 11\(\frac{3}{4}\) folders, 1 in., in box on steel file case. Office 2. (1901)

17. **PROJECT DRAWINGS FOR ZRS 4 AND 5 (AKRON AND MACON), 1926 to date.** (Frequently, official.) 9 x 12 loose sheets, 2 ft., in drawer of steel filing case. Office 2. (1943)
18. RECORDS OF COMPLETED CONTRACTS FOR WORK DONE AND MATERIALS FURNISHED TO U.S. NAVY, 1926 to date. Copies of contracts, specifications, specification changes, test reports, test results, purchase orders, materials received, and correspondence on same. (Frequently, official.) 9½ x 11½ folders, 21 ft. 4 in., in 12 drawers of steel filing case. Office 2. (1827)


22. MISCELLANEOUS PURCHASE ORDERS, 1928 - 1933. Issued by the Goodyear Zeppelin Corp. for material used on Akron. (Never.) 9½ x 11½ folders, 21 ft. 8 in., in 3 boxes on steel filing cases. Office 2. (1854, 1914)


24. BLUEPRINT CHARTS, 1928 - June 1933. Regarding propeller gearing of Macon and Akron. (Never.) 9 x 11 bundles, 1 ft. 6 in., in box on steel file case. Office 2. (1856)

25. BLUEPRINT FOR AKRON AND MACON, 1928 - 1933. Referring to stress analysis, drawing and girder tests. (Frequently.) 9 x 11½ folders, 2 ft., in 1 steel drawer of filing case. Office 2. (1703)

26. GOODYEAR ZEPPELIN CORPORATION MISCELLANEOUS BLUEPRINTS, Jan. 1928 - June 1933. In regard to standard angles and channels used on Akron and Macon. (Never.) 9 x 12 bundle, 4 in., in box on steel file case. Office 2. (1804)

27. GOODYEAR ZEPPELIN CORPORATION REQUISITIONS, 1928 - June 1933. On Goodyear Tire and Rubber Company for material of Akron and Macon. (Never.) 9 x 12 bundle, 10 in., in box on file case. Office 2. (1857)

28. TEST REPORTS, 1928 - June 1933. Regarding heat and physical test on K-1, TC, Macon and Akron. (Never.) 9 x 12 bundles, 2 ft., in box on steel file case. Office 2. (1860)

29. TEST REPORTS, 1928 - June 1933. Test specifications, test reports, and test results of ZRS-4 and ZRS-5 (Akron and Macon). (Frequently, official.) 9½ x 11½ folders, 20 ft., in 10 drawers of steel filing case. Office 2. (1786)

31. **BLUEPRINTS**, 1928 to date. For all nonrigid aircraft. (Frequently, official.) 9½ x 11½ folders, 4 ft., in 2 drawers of steel filing case. Office 2. (1808)

32. **NAVAL AIRCRAFT FACTORY DRAWINGS**, 1928 to date. (Frequently, official.) 9 x 12 loose sheets, 3 ft., in 2 drawers of steel filing case. Office 2. (1788)

33. **OFFICE REFERENCE CARDS**, 1928 to date. Record of office transactions in regard to purchase orders, test orders, reports, and specification changes. (Daily, official.) 3 x 5 cards, 14 ft. 5 in., in 9 drawers of steel card cabinet and wooden box on card cabinet. Office 2. (1783)

34. **OFFICE REFERENCE CARDS**, 1928 to date. Record of miscellaneous contracts, their purchase orders and correspondence on same. (Daily, official.) 6 x 9 cards, 6 ft., in 4 drawers of steel filing case and wooden box on desk. Office 2. (1784)

35. **REQUESTS**, 1928 to date. For lighter-than-air aircraft. (Frequently, official.) 9½ x 11½ folders, 2 ft., in drawer of steel filing case. Office 2. (1812)

36. **SPECIFICATION CHANGES**, 1928 to date. Of lighter-than-air aircraft. (Frequently, official.) 9½ x 11½ folders, 22 ft., in drawer of steel filing case. Office 2. (1813)

37. **GOODYEAR ZEPPELIN WEEKLY PROGRESS REPORTS BY C. B. HALL**, 1929 - 1930. (Never.) 9½ x 11½ folders, 1 in., in box on steel filing case. Office 2. (1911)


39. **RECEIPT FORM OF ARMY SPECIFICATIONS RECEIVED FROM WRIGHT FIELD**, 1929 - 1932 incl. (None.) 9½ x 11½ folders, 1 in., in 1 box on top of steel filing case. Plant #3, Office 2. (1913)


43. BLUEPRINTS, 1931 - 1933. Of ZRS-5, Macon. (Frequently, official.) 9½ x 11½ folders, 26 ft., in 13 drawers of steel filing case. Office 2. (1809)

44. DAILY INSPECTION AND WRIGHT REPORTS, July 1931 - June 1933. Relating to Akron and Macon. (Never.) 9 x 12 bundles, 1 ft. 3 in., in box on steel file case. Office 2. (1861)

45. GOODYEAR ZEPPELIN CORPORATION BLUEPRINTS, Jan. 1931 - June 1933. Pertaining to Akron. (Never.) 9½ x 11 sheets, 28 ft., in 4 boxes on steel filing case. Office 2. (1859)

46. GOODYEAR ZEPPELIN CORPORATION ENGINEERING CHANGE MEMORANDUMS, July 1931 - June 1933. Issued relating to Akron and Macon. (Never.) 9 x 12 bundles, 1 ft. 4 in., in box on steel file cabinet. Office 2. (1806)

47. MATERIAL PROGRESS REPORTS, 1932. Weekly reports. (Frequently, official.) 9½ x 11 folders, 1 in., in drawer of steel filing case. Office 2. (1941)

48. MACON RESILIENCE, 1932 - June 1933. Photostats. (Never.) 9 x 12 bundles, 2 in., in box on steel filing case. Office 2. (1915)

49. COPIES OF NAVAL MESSAGES TRANSMITTED THROUGH MID NAVY RADIO STATION AT AKRON, OHIO, June 1933. Referring to trial flights of Macon. (Never.) 9½ x 11½ bundle, 2 in., in box on steel file case. Office 2. (1863)

50. BLUEPRINTS FOR NONRIGID AIRSHIPS, 1933 - 1935. (Frequently, official.) 9 x 11½ folders, 2 ft., in drawer of steel filing case. Office 2. (1790)

51. SKETCHES FOR ZRS-5 (Macon), 1933 - 1934. Preliminary drawings, not to scale, mostly free hand. (Frequently, official.) 9 x 11½ folders, 9 in., in drawer of steel filing case. Office 2. (1789)

52. INSPECTOR'S MONTHLY REPORTS, 1933 to date. Regarding status of naval aircraft. (Frequently, official.) 9 x 11½ folders, 6 in., in drawer of steel filing case. Office 2. (1957)

53. BLUEPRINTS OF DESTROYER MAST, 1935 to date. (Frequently, official.) 8 x 10½ loose sheets, 8 in., in drawer of steel filing case. Office 2. (1791)
54. MEMORANDUMS TO AVIATORS FROM THE HYDROGRAPHIC OFFICE, 1935 to date. Mimeographed. (Frequently, official.) 9 1\(\frac{1}{2}\) x 11 1\(\frac{1}{2}\) folders, 2 in., in drawer of steel filing case. Office 2. (1820)

55. NAVAL AIRCRAFT BUILT BY GOODYEAR ZEPPELIN CORPORATION. Photographic prints (15), in jackets. R. l. (P-1)

NAVAL RECRUITING SUBSTATION
New Post Office Bldg.,
168 E. Market St.

Established on April 15, 1935, this is a branch office of the main station at Cleveland of the Central Recruiting Division, to which it sends reports regarding its recruiting activities from time to time. None of its records have been lost or destroyed.

56. APPLICATION FOR ENLISTMENT, Jan. 1934 to date. NRB Form 24. (Frequently, official.) 9 1\(\frac{1}{2}\) x 11 1\(\frac{1}{2}\) folders, 2 ft. 2 in., in 2 drawers of steel filing case. R. 219. (1970)


58. NAMES OF POSSIBLE APPLICANTS, Apr. 1935 to date. NRB Form 24, regarding recruits for U.S. Navy. (Frequently, official.) 8 x 16 vol., 1 in., on wooden desk. R. 219. (1972)

BARBERTON

RESIDENT INSPECTOR OF NAVAL MATERIAL
Babcock and Wilcox Co., Sterling Ave.

The duties of this office, which was established in 1933, involve the inspection of boilers and naval materials produced chiefly by the Babcock and Wilcox Co., for the Navy, but they also include similar activities at Akron and Youngstown. The office is under the Inspector of Naval Material, Pittsburgh District. All of its records pertain technically to these functions. Copies of records are sent to the Bureau of Construction and Repair and the Bureau of Engineering at Washington. None of them have been lost or destroyed.
59. BLUEPRINTS, Dec. 1933. Air ducts and tube hole layouts. (Rarely, official.) 2 x 20 rolls, 3 in., in drawer of wooden desk. Naval Office. (323)

60. BLUEPRINTS AND DRAWINGS, 1933 to date. Boilers for Naval Academy. (Frequently, official.) 91/2 x 14 bundle, 6 in., in drawer of wooden desk. Naval Office. (319)

61. BOOK FILE OF LETTERS, Dec. 1933 to date. Office copies of outgoing letters, filed as to date. (Frequently, official.) 8 x 10 loose-leaf books, 6 in., in drawer of wooden map case. Naval Office. (318)

62. BULLETINS, Dec. 1933 to date. Instructions from Bureau of Navigation. (Frequently, official.) 9 x 11½ folders, 1 in., in drawer of steel filing case. Naval Office. (296)

63. CORRESPONDENCE, Dec. 1933 to date. With Naval Bureaus, contractors for naval materials, other inspectors, naval reserve stations, individuals, etc., regarding construction, specification, and inspection of naval materials; personnel, civil and naval, employment, of applications, pay, etc.; reports, instructions, etc. 9 x 11½ folders, 4 ft, 5 in., in 2 drawers of steel filing case. Naval Office. (269-80, 282-95, 297-98, 300-03, 305-17)

64. INDEX CARDS, Dec. 1933 to date. Index to open contracts. (Daily, official.) 4 x 6 cards, 1 ft., in wooden box. Naval Office. (329)

65. INDEX CARDS, Dec. 1933 to date. Index to closed contracts. (Daily, official.) 4 x 6 cards, 3 ft., in 3 wooden boxes. Naval Office. (327)

66. LIST OF FIRMS, Dec. 1933 to date. Accepted to contract for naval materials. (Frequently, official.) 9 x 11½ folders, 1 in., in drawer of steel filing case. Naval Office. (304)

67. REPORTS AND CORRESPONDENCE, Dec. 1933 to date. On physical examinations. (Frequently, official.) 9 x 11½ folders, 1 in., in drawer of steel filing case. Naval Office. (299)

68. TRANSPORTATION REPORTS, Dec. 1933 to date. Personnel. (Frequently, official.) 9 x 11½ folders, 1 in., in drawer of steel filing case. Naval Office. (281)

69. CONTRACTS (CLOSED), Apr. 1934 to date. Completed contracts in regard to work done and materials furnished U.S. Navy, correspondence and small blueprints in connection with same, attached. 4 x 6 card index, 3 ft. (Occasionally, official.) 9 x 11½ folders, 10 ft., in 5 drawers of 2 steel cabinets. Naval Office. (328)
70. CONTRACTS (OPEN), Apr. 1934 to date. Current contracts including changes of specifications, orders for material, receipt of material, test changes and results, correspondence and small blueprints, attached. Each contract filed separately as to firm. 4 x 6 card index, 1 ft. (Frequently, official.) 9 x 11\(\frac{1}{2}\) folders, 3 ft. 6 in., in 2 drawers of 2 steel filing cabinets. Naval Office. (330)


72. BLUEPRINT DRAWINGS, 1934 to date. Boilers for U.S. Navy. (Frequently, official.) 9\(\frac{1}{2}\) x 14 loose prints, 4 ft. 6 in., in 7 drawers of wooden map case. Naval Office. (325)

73. BLUEPRINT DRAWINGS, 1934 to date. Light cruisers numbers 42, 46, and 47. (Frequently, official.) 20 x 20 loose sheets, 8 in., in drawer of wooden map case. Naval Office. (324)

74. CORRESPONDENCE, Dec. 1935 to date. With Washington offices on inspection of materials. (Frequently, official.) 9 x 11\(\frac{1}{2}\) folders, 1 in., in drawer of steel filing case. Naval Office. (268)

75. PHYSICAL TEST REPORTS, Jan. 1936 to date. Welded seams. (Frequently, official.) 8 x 10 loose sheets, 1 in., in drawer of wooden desk. Naval Office. (321)

76. REPORTS, Jan. 1936 to date. Boiler tube holes. (Frequently, official.) 8 x 10 loose sheets, 1 in., in drawer of wooden desk. Naval Office. (322)

77. BLUEPRINTS, n.d. From Bureau of Engraving Standards. (Frequently, official.) 9\(\frac{1}{2}\) x 14 loose sheets, 2 in., in 2 drawers of wooden filing case. Naval Office. (326)

78. DRAWINGS, n.d. New material under construction. (Frequently, official.) 9\(\frac{1}{2}\) x 14 loose sheets, 1 in., in drawer of wooden map case. Naval Office. (331)

CANTON

NAVY RECRUITING SUBSTATION
Post Office Bldg.,
Cleveland Ave., 2d and 3d Sts. SW.

Established on May 1, 1935, this is a substation of the main station at Cleveland to which it makes periodic reports regarding its recruiting activities. Both are in the Central Recruiting Division. An office
was formerly operated in this city at irregular intervals, the last one being closed in 1933. Its records were at that time moved to Cleveland. Those now in its custody will be transferred to that place when the office is again temporarily discontinued.

79. APPLICATIONS FOR ENLISTMENT, May 1, 1935 to date. Applications from men desiring to enter the Navy. (Frequently, official.) 8 x 12 folders and bundles, 1 ft., in drawer of steel filing case. R. 212. (40)

80. GENERAL CORRESPONDENCE, May 1, 1935 to date. Correspondence with applicants for enlistment in Navy, and Cleveland office in regard to the function of the Canton office. (Frequently, official.) 8 1/2 x 10 1/2 folders, 1 ft. 4 in., in drawer of steel filing case. R. 212. (38)

81. GENERAL INFORMATION BOOK CONCERNING APPLICATIONS FOR ENLISTMENT, May 1, 1935 to date. Names of applicants, address, if rejected, the cause, if accepted, the score made in general classification tests. (Frequently, official.) 8 x 16 vol., 2 in., in drawer of steel filing case. R. 212. (41)

82. MENTAL AND PHYSICAL EXAMINATIONS, May 1, 1935 to date. Medical reports on the condition of applicants. (Daily, official.) 10 x 12 folders, 1 ft. 4 in., in drawer of steel filing case. R. 212. (39)

83. REJECTED APPLICATIONS FOR ENLISTMENT, May 1, 1935 to date. Rejected applicants for enlistment. (Frequently, official.) 8 1/2 x 12 envelopes, 1 ft. 4 in., in drawer of steel filing case. R. 212. (42)

RESIDENT INSPECTOR OF NAVAL MATERIAL
Republic Steel Co.

(not surveyed)

CINCINNATI

FLEET NAVAL RESERVE
Naval Reserve Hdqrs. Bldg.,
2123 Eastern Ave.

A Fleet Naval Reserve organization was set up here in Jan, 1931. It now comprises the 51st Division. It serves as a training station for the drilling and training of an intact organization which is ready for
mobilization upon the outbreak of war. It is manned by personnel of the
regular navy who have been assigned to this unit, upon request, after
sixteen to twenty years of enlisted service. Its records pertain to the
functions mentioned above and are extant for the entire period of its
history.

84. MONTHLY TIME BOOK, 1921 - 1925. Ledger record of names and
number of drills attended by members of the Naval Reserve Force, 4th
Battalion, Cincinnati, Ohio. (Never.) 8 x 16 vol., 1 in., in drawer
of wooden desk. Front, 2d floor. (3401)

85. NAVAL RESERVE SERVICE RECORD, 1924 to date. Record of member's
name, address, description, fingerprints, date of enlistment, attend-
ance at drills, previous naval or military service, and clothing requi-
sitioned. (Occasionally, official.) 3 x 8 folders, 2 ft., in drawer
of steel filing case. Front, 2d floor. (3396)

86. STOCK LEDGER, 1924 to date. Record of all stock requisitioned
and received by this station. Ledger shows date, voucher number, from
whom received, unit price, description and total value of all articles
received. (Frequently, official.) 10 x 18 vol., 2 in., in drawer of
wooden desk. Front, 2d floor. (3400)

87. DECK LOG BOOK, Apr. 1, 1930 to date. Record of all activities
of the 51st Fleet Division; shows enlistments, date of drills, attend-
ance at drills, training cruises, etc. (Daily, official.) 10 x 18
vol., 8 in., in drawer of wooden desk. Front, 2d floor. (3397)

88. PERSONNEL FILE JACKETS, 1930 to date. Personal letters from
officers of the Naval Reserve to each man regarding training cruises,
notice of promotion, and copies of pay vouchers. (Occasionally, offi-
cial.) 10 x 12 folders, 2 ft., in drawer of steel filing case. Front,
2d floor. (3395)

89. ATTENDANCE CARD, 1933 to date. Card record of number of drills
attended by each member. (Daily, official.) 6 x 8 cards, 4 in., in
drawer of wooden card cabinet. Front, 2d floor. (3399)

90. ENROLLMENT, PROGRESS AND EXAMINATION RECORD, 1933 to date. Rec-
ord of training progress of each member and results of examinations
taken. (Frequently, official.) 6 x 8 cards, 2 in., in drawer of wooden
transfer case. Front, 2d floor. (3396)
INSPECTOR OF NAVAL MATERIAL

(A) Federal Bldg., 5th, Main, and Walnut Sts.
(B) Blymyer Bldg., 512 Main St.

The office of Inspector of Naval Material was established at Cincinnati in May 1917. From that time until July 1921, it was situated in the Gwyn Bldg., from then until Oct. 1927 it was located in the Blymyer Bldg., and, since the latter date in the Federal Bldg. Its duties involve the inspection of engineering materials manufactured, by contract, in the vicinity of Cincinnati. A branch office is maintained in the offices of the Hoover Owens Rentschler Co., at Hamilton, Ohio. The records of the Cincinnati office are intact for the entire period of the agency's history and are well preserved and systematically filed for current reference. Some of those which originated while the agency was located in the Blymyer Bldg., were left in storage there when its offices were transferred to the Federal Bldg. These, however, have been inventoried and properly listed hereafter.

91. OLD PITTSBURGH OFFICE FILE, 1916 and 1917. Completed contracts and general correspondence of Cincinnati area. (Never.) 9 x 12 folders and bundles, 1 ft., in wooden box. Damaged by careless handling, faulty containers, dirty, and torn. Attic storage room (Bldg. B). (3403)

92. OLD PITTSBURGH OFFICE FILE, 1918. Records show completed contracts and general correspondence of Cincinnati area. (Never.) 9 x 12 folders and bundles, 1 ft., in wooden box. Damaged by careless handling, faulty containers, dirty, and torn. R. 516 (Bldg. A). (3402)

93. COMPLETED CONTRACTS, 1917 - 1922. Contracts, reports of inspectors, correspondence pertaining to faulty materials, disposition of complaints, dates of shipments, invoices and matters pertinent to completion of contracts. (Never.) 9 x 12 folders and bundles, 60 ft., in wooden boxes. Damaged by careless handling, faulty containers, dirty, and torn. Attic storage room (Bldg. B). (3438)

94. COMPLETED CONTRACTS, 1917 - 1931. Contracts, reports of inspectors, correspondence pertaining to faulty materials, disposition of complaints, dates of shipments, invoices and all matters pertinent to completion of all contracts. (Never.) 10 x 12 folders and bundles (200), 288 ft. 6 in., in 16 filing cases and boxes. Damaged by careless handling, faulty containers, dirty, and torn. R. 516 (Bldg. A). (3406, 3431, 3436)

95. MISCELLANEOUS CORRESPONDENCE, 1917 - 1922. Pertaining to requisitions, employees time sheets, weekly reports, travel orders, office expenses, and personnel reports. (Never.) 9 x 12 bundle, 1 ft., in wooden box on floor. Damaged by careless handling, faulty containers, dirty, and torn. R. 516 (Bldg. A). (3405)
96. GENERAL CORRESPONDENCE, 1917 - 1925. Correspondence pertaining to requisitions for supplies and stationery. (Never.) 9 x 12 bundles (2), 2 ft., in wooden box on floor. Damaged by careless handling, faulty containers, dirty, and torn. R. 516 (Bldg. A). (3404)

97. CONSTRUCTION AND REPAIRS, 1918 - 1919. Correspondence pertaining to construction and repairs during completion of various contracts. (Never.) 9 x 12 folders and bundles (19), 10 ft., in wooden boxes on floor. Damaged by careless handling, faulty containers, dirty, and torn. attic storage room (Bldg. B). (3407)

98. CONTRACTORS (OLD), Prior to 1928. Cards giving requisition and contract numbers and contractors name. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of card cabinet. R. 105 (Bldg. A). (3430)

99. CONTRACTS, 1928 to date. Record of contract, requisition, and file numbers. (Rarely, official.) 3 x 5 cards, 4 ft., in 4 drawers of wooden card cabinet. R. 105 (Bldg. A). (3411, 3415)

100. MANUFACTURER'S FILES, Prior to 1928. Requisitions and contract numbers, and manufacturers names. (Rarely, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 105 (Bldg. A). (3413)

101. MANUFACTURERS COMPLETED TO 5000, Prior to 1928. Requisitions and contract numbers, and manufacturers names. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of card cabinet. R. 105 (Bldg. A). (3412)

102. OLD REQUISITIONS, Prior to 1928. Contract, requisition, and file numbers. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of card cabinet. R. 105 (Bldg. A). (3409)

103. REQUISITION CARDS, Prior to 1928. Order cards with requisition numbers and contract numbers. (Rarely, official.) 3 x 5 cards, 2 ft., in 2 drawers of card cabinet. R. 105 (Bldg. A). (3434)

104. REQUISITIONS, 1928 to date. Index showing requisition number, company to whom contract was awarded, and other number. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 105 (Bldg. A). (3416)

105. OLD CORRESPONDENCE, 1928 to date. Naval operations, Bureau of Ordnance (1933), Bureau of Navigation (1933), street car tickets (1929). Telegraphic reports of travel orders (1932), Bureau of Yards and Docks (1933), etc. (Rarely, official.) 10 x 12 folders, 4 ft., in drawer of filing case. R. 105 (Bldg. A). (3408)
106. INSPECTION ORDERS FOR THE SECOND FLOOR, 1932 to date. Orders to inspect material together with correspondence concerning inspection and material contracts completed. (Rarely, official.) 10 x 12 folders, 6 ft., in 4 drawers of filing case. R. 105 (Bldg. A). (3421)

107. INSPECTION ORDER BOOKS, 1932 to date. Orders to inspect material. Listed chronologically. (Frequently, official.) 4 x 6 vols. (9), 8 in., on desk. R. 105 (Bldg. A). (3429)

108. MONTHLY REPORT, MATERIAL INSPECTED, WEIGHT AND COST, 1932 to date. Printed forms filled out in this office, original sent to Great Lakes Training Station. (Rarely, official.) 6 x 9 folders, 4 in., in desk drawer. R. 105 (Bldg. A). (3424)

109. QUARTERLY REPORT OF CIVIL FORCE, 1932 to date. Report of the number of persons employed in this office; original sent to Navy Department, Washington, D.C. (Rarely, official.) 8 x 15 folders, $\frac{1}{2}$ in., in desk drawer. R. 105 (Bldg. A). (3410)

110. REPORT OF TRAVEL ORDERS, 1932 to date. Reports of inspectors on their expenses for travel. (Rarely, official.) 8 x 15 folders, 1 in., in desk drawer. R. 105 (Bldg. A). (3423)

111. STATEMENT OF TIME OF CIVIL EMPLOYEES, 1932 to date. Record of names, rating, base pay, number of days worked, one sheet for each month. (Rarely, official.) 12 x 15 folders, 1 in., in drawer. R. 105 (Bldg. A). (3422)

112. PLAN FOR NAVAL HOSPITAL AT PHILADELPHIA, 1933. Blueprints for various parts of the above naval hospital. (Never.) 3 x 5 rolls, on cabinet. R. 105 (Bldg. A). (3419)

113. POLING AND BOCKERT EXPENSE ACCOUNTS, 1933. Expenses of inspectors sent out by this office. (Never.) 10 x 15 bundle, 6 in., on cabinet. R. 105 (Bldg. A). (3425)

114. SUBORDER BOOK OR ORDER RECORD BOOK, 1933 to date. Record of subcontracts which are inspected by this office, lists manufacturers names, the serial numbers given to contracts as they come into this office. (Frequently, official.) 6 x 9 loose-leaf books, 1$\frac{1}{2}$ in., in desk drawer. R. 105 (Bldg. A). (3427)

116. ACTIVE CONTRACTS, 1934 to date. Contracts let by the Department of the Navy still in force and correspondence relating to them. (Frequently, official.) 10 x 12 folders, 14 ft., in 8 drawers of steel filing case. R. 105 (Bldg. A). (3414)

117. CONTRACTORS, 1934 to date. Cards bearing names of contractors for material together with the serial number which this office gives to contracts. (Frequently, official.) 3 x 5 cards, 2 ft., in card cabinet. R. 105 (Bldg. A). (3435)

118. EXPENSE ACCOUNT, 1934. Lists of expenses of inspectors sent out by this office. (Never.) 10 x 15 bundle, 6 in., in wooden shelf cabinet. R. 105 (Bldg. A). (3426)

119. GENERAL CORRESPONDENCE, 1934 to date. (Frequently, official.) 10 x 12 folders, 6 ft., in 4 drawers of filing case. R. 105 (Bldg. A). (3428)

120. INDEX TO FILE, 1934 to date. Cross reference cards showing names of manufacturers, requisition, contractors, and file number. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in 2 drawers of card cabinet. R. 105 (Bldg. A). (3420)

121. MANUFACTURERS, 1934 to date. Names of manufacturers for material, together with the serial number which this office gives to contracts. They also bear a requisition number. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of card cabinet. R. 105 (Bldg. A). (3437)

122. RECORD OF FOLDERS MADE OUT, 1934 to date. Notebook listing the numbers of the folders which the file clerk makes out each day. (Daily, official.) 4 x 6 vol. (1), 3 in., in desk drawer. R. 105 (Bldg. A). (3433)

123. COST ACCOUNTS, 1935 - 1936. Cost and weight of material inspected. (Frequently, official.) 3 x 5 cards, 9 in., in drawer of card cabinet. R. 105 (Bldg. A). (3418)

124. BLUEPRINT FILE, 1935 to date. Blueprints which have been used in contracts inspected by the office. (Frequently, official.) 12 x 15 sheets, 6 ft., in 3 drawers of filing case. R. 105 (Bldg. A). (3417)

NAVY RECRUITING STATION
Federal Bldg., 5th, Main and Walnut Sts.

Established about 1904, this is one of the main stations of the Central Recruiting Division with headquarters in Chicago. In addition to
Naval Recruiting Station, Cincinnati

supervising naval recruiting activities in the city of Cleveland, it
directs the similar work of branch offices at Columbus, Dayton, Lima, and
Springfield. Its older records have been sent to Washington. None of
them have been destroyed.

125. IRON SAFE CONTENTS (CONFIDENTIAL FILE), 1926 to date. Secret
and confidential publications, letters, secret cyphers, confidential
cyphers 1, 2, and 3, and secret codes. (Frequently, official.) 24 x
30 x 36 loose sheets, 2 ft., in iron safe. R. 418-A. (406)

126. FIRST ENLISTMENTS, 1929 to date. Record of name, address of
the enlisted men, and the day enlisted. (Daily, official.) 3 x 5
cards, 1 ft. 6 in., in drawer of wooden filing case. R. 418-A. (409)

127. CASH BOOK, Dec. 1, 1931 to date. Confidential record of all
money received and disbursed by this station. (Occasionally, official.)
15 x 20 vol., 1 in., in safe. R. 418-A. (404)

128. COPIES OF MONTHLY DISBURSING REPORTS, Jan. 1931 to date.
Printed forms. (Frequently, official,) 8 x 10 folders, 1 ft. 6 in.,
in drawer of wooden filing case. R. 418-A. (143)

129. ALCOHOL AND NARCOTIC RECORD, Feb. 1932 to date. Record of
alcohol and narcotics issued from the Cincinnati Recruiting Station,
on prescription only. (Frequently, official.) 6 x 8 vol., 1 in., in
desk drawer. R. 418. (410)

130. ENLISTMENTS AND RE-ENLISTMENTS, 1932 to date. Form X, card
made out for every applicant. (Daily, official,) 3 x 5 cards, 6 in.,
in 2 drawers of wooden filing case. R. 418. (400)

131. GENERAL FILE, 1932 to date. Daily rejection reports, M and S.
Form G, hospital tickets, telegrams, night letters, radiograms, corre-
spondence, Bureau of Medicine and Surgery, correspondence, Bureau of
Navigation, Medical Examinations Board, record of proceedings, pensions,
and Board of Medical Examiners, and proceedings. (Daily, official.)
8 x 10 folders, 3 ft., in 2 drawers of wooden filing case. R. 418.
(401)

132. HEALTH RECORDS OF PERSONNEL AT STATION, 1932 to date. Form
H, these records follow the men wherever they are stationed. (Fre-
quently, official.) 4 x 2 envelopes, 6 in., in desk drawer. R. 418.
(398)

Paper bound book, notations are made in ink from time to time; type-
written additions and corrections are also made. (Frequently, offi-
cial.) 6 x 9 vol., 3 in., on desk. R. 418-A. (402)
134. JOURNAL OF MEDICAL DEPARTMENT, Feb. 1932 to date. Daily record of all activities of Medical Department, record of examinations, enlistments, money expended, mail sent and received, discharges, fingerprints, etc. (Daily, official.) 10 x 18 vol., 3 in., in desk drawer. R. 418. (411)

135. MEDICAL REJECTIONS, 1932 to date. Cards showing names and addresses of all applicants rejected. (Rarely, official.) 3 x 5 cards, 4 in., in drawer of wooden filing case. R. 418. (399)

136. PHYSICAL EXAMINATION OF ALL APPLICANTS, 1932 to date. Result of physical examination of applicants. (Frequently, official.) 4 x 12 loose-leaf books, 3 ft., in drawer of wooden filing case. R. 418. (405)

137. PRESCRIPTION BOOK, May 1935 to date. Record of medicines prescribed by Medical Department of the Cincinnati station. (Frequently, official.) 8½ x 14 vols., 3 in., in desk drawer. R. 418. (412)

138. TRANSPORTATION REPORTS, 1932 to date. Reports of commercial transportation authorized by the station, original sent to Navy Department, Washington, D.C. (Frequently, official.) 3 x 12 bundles, 2 ft., in drawer of wooden filing case. R. 418-A. (408)

139. LETTERS OF PROSPECTS, 1933 to date. Correspondence with applicants asking for information regarding the Navy. (Rarely, official.) 10 x 12 envelopes, 9 in., in metal filing case. R. 418-A. (413)

140. INSPECTOR'S MEMORANDA, July 1934 - Mar. 2, 1936. Miscellaneous reports and excerpts of clippings relating to recruiting. (Occasionally, official.) 4 x 12 x 15 loose-leaf books, 6 in., in drawer of wooden filing case. R. 418-A. (403)

141. GENERAL CURRENT FILE, 1934 to date. Correspondence, permits, licenses, passes, annual reports, Navy Day letters of appreciation, contracts and other orders, disbursements, salaries and wages, travel claims, inspection, main station and substations, promotions and demotions, many of these records are destroyed after two years, upon proper authority. (Frequently, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 418-A. (407)

142. REJECTED APPLICATIONS, June 1934 to date. Slips show reason or cause for rejection; kept for two years and destroyed upon proper authority. (Rarely, official.) 10 x 12 loose sheets, 6 ft., in 3 drawers of metal filing case. R. 418-A. (414)

143. DAILY LIST OF APPLICANTS, Jan. 31, 1935 to date. Record of applicants and disposition made of them in main station. (Daily, official.) 8½ x 14 vol., 2 in., in wooden desk drawer. R. 418-A. (393)

145. **DISPOSITION OF APPLICANTS**, July 1935 to date. Applicants rejected or accepted and disposition made of them. (Daily, official.) 3 x 5 cards, 4 in., in wooden filing case. R. 418-A. (395)

146. **ENLISTMENTS**, July 1935 to date. Record of enlisted men according to date of enlistments. (Daily, official.) 3 x 5 cards, 6 in., in filing case. R. 418-A. (415)


148. **NEWSPAPER ADVERTISING**, July 1935 to date. Data of cities in which advertising is done; population, number of newspapers, etc. (Daily, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel filing case. R. 418-A. (394)


CLEVELAND

BRANCH HYDROGRAPHIC OFFICE
Federal Bldg., Public Square

This office was established about 1894. Its purpose is to collect and disseminate hydrographic and navigational data in the vicinity of
Cleveland on the Great Lakes. The data so collected is converted into scientific charts and graphs by the central office of the Bureau of Navigation and disseminated to naval and mercantile establishments for their guidance in the navigation of the waters involved. Its records are all technically related to the activities just mentioned, but none are extant prior to 1900. From 1894 until 1910, the agency's offices were located in the Superior Arcade Bldg., and since that time it has been situated in the Federal Bldg.

153. CORRESPONDENCE, Jan. 1900 - Dec. 1903. Correspondence from naval officer in charge to this department, consisting of reports of various vessels wrecked, shallow water reported, storm centers, and interoffice matters. (Rarely, official.) 10 x 12 loose-leaf, 2 ft. 3 in., in drawer of steel filing case. R. 406. (6183)

154. CHARTS, 1915 - 1936. Charts of all waterways of the world showing position of lights, buoys, shoals, depth of water, etc. (Frequently, official.) Variously sized loose-leaf books, 10 ft., in wooden filing case. R. 408. (6180)

155. INDEX CARDS, 1915 - 1936. Related to charts. (Occasionally, official.) 3 x 5 cards, 4 ft., in 2 drawers of card cabinet. R. 406-408. (6181)

156. BULLETINS, Jan. 1930 - Apr. 1936. Information relating to the navigation of Lake Erie and Lake Ontario, St. Lawrence River, and their tributaries from Detroit to Montreal. (Frequently, official.) 10 x 12 loose-leaf, 8 ft., in 4 drawers of wooden filing case. R. 406 - 408. (6182)

157. CIRCULAR LETTERS, Jan. 1930 - Apr. 1936. Circular letters from Acting Secretary of the Navy to all naval and marine corps officers on departmental matters. (Frequently, official.) 10 x 12 folders, 12 ft., in 6 drawers of wooden filing case. R. 406 - 408. (6184)

FLEET NAVAL RESERVE

(not surveyed)
RESIDENT INSPECTOR OF NAVAL MATERIAL
Standard Bldg., Ontario and St. Clair Sts.

From its establishment in 1927 until 1932, this office was located in the Federal Bldg. on Public Square, but since the latter date it has been at its present address. Its duties involve the inspection of naval materials produced by a number of companies in the vicinity of Cleveland. Reports covering these activities are carefully made and sent to the headquarters of the Pittsburgh District at Munhall, Pennsylvania, under which this office comes. Copies of those retained in the Cleveland office covering the period 1927 - 1932, have been destroyed as obsolete, for local purposes, but copies of all its records originated since that time have been preserved for current reference.

158. SPECIFICATIONS, 1924 to date. Specifications and blueprints for articles to be made by contractors, stating the kind and amount of material to be used. (Daily, official.) 9 x 12 folders, 4 ft. 6 in., in 2 drawers of steel filing case and in bundles on safe. R. 1708. (6171)

159. MISCELLANEOUS CORRESPONDENCE AND INSTRUCTIONS, 1927 to date. Regarding office salaries, office supplies, examination for inspectors, railway expenses and instructions. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of wooden filing case. R. 1708. (6172)

160. ACTIVE MATERIAL, 1929 to date. Information relative to material required for U.S. Navy, such as tubes, wing nuts, screws, boat spikes, stainless iron wire, chrome molybdenum, valve springs, electric controls, nickel, steel, etc., with blueprints on all items. (Daily, official.) 9 x 12 folders, 10 ft., in 5 drawers of steel filing case. R. 1708. (6169)

161. BLUEPRINTS, 1929 to date. Articles to be made, or that have been made. (Daily, official.) Variously sized blueprints, 2 ft. 6 in., on steel filing case and safe. R. 1708. (6173)

162. REPORTS ON COMPLETED FILES, 1934 - 1935. Reports of completed materials. (Rarely, official.) 16 x 24 envelopes, 4 ft., in steel filing case. R. 1708. (6170)

163. COMPLETED GENERAL FILES, 1934 to date. Completed reports of various contractors as to articles made, inspection, and manufacturer of same, when completed and where sent. (Daily, official.) 9 x 12 folders, 38 ft., in 19 drawers of steel filing case. R. 1708. (6174)

164. ACTIVE FILES OF ALUMINUM COMPANY OF AMERICA, 1935 to date. Record of articles made for the U.S. Navy Aircraft, by the Aluminum Co., such as castings, forgings, end bells, piston rings, manifolds, covers,
etc.; also orders for manufacturing materials in process of manufacture. There is a blueprint for every article made. (Daily, official) 9 x 12 folders, 3 ft., in 2 drawers of steel filing case. R. 1708. (6175)

165. COMPLETED FILES OF ALUMINUM COMPANY OF AMERICA, 1935 to date. Records with blueprints of material manufactured by the Aluminum Co. of America. (Never) 9 x 12 folders, 3 ft., in 4 drawers of steel filing cabinet. R. 1708. (6176)

RESIDENT INSPECTOR OF NAVAL MATERIAL
Winton Engine Co.

(not surveyed)

NAVY RECRUITING STATION
Federal Bldg., Public Square

The exact date of the establishment of the station at Cleveland is unknown to the officials now in charge. It is administratively responsible to the headquarters of the Central Recruiting Division at Chicago. Its functions involve the recruiting of personnel for the navy, in the vicinity of Cleveland, and it is assisted in this work by suboffices located at Akron, Canton, and Youngstown. These offices report to the Navy Department through the Cleveland office of the recruiting service. The records of the latter agency pertain chiefly to applications for enlistments and correspondence relating thereto. None of them have been lost or destroyed.

166. APPLICATIONS FOR ENLISTMENT, Jan. 1935. Applications made to this office giving details of acceptance or rejection, with all correspondence pertaining thereto. (Daily, official) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 101. (6179)

167. CARD FILE RECORD OF NEW ENLISTED, 1936. Master record cards and waiting list cards that contain date of enlistment, height, weight, and general description. (Daily, official) 3 x 5 cards, 2 ft., in drawer of steel filing case. R. 101. (6178)

168. GENERAL OFFICE FILE, 1936. Reports and correspondence. See addenda for classified list. (Daily, official) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 101. (6177)
The headquarters of the 13th Battalion, 7th and 52d Division, of the Naval Reserve was established at Columbus about 1920. It serves as a training station for naval reserves who may be called into service in case of war, domestic rebellion, or disasters such as floods and fires. Careful records are kept of its activities and of the enlisted personnel under its jurisdiction. In addition to the regular staff there are two medical specialists, located respectively at White Cross Hospital and the Riebel Bldg., and a radio operator at 763 Mohawk St. Separate files are maintained by each of the last mentioned units. Since, however, they are a part of the central station, their records are properly listed under the latter. Some of the records of this agency were destroyed in 1932 by the accidental explosion of a hand grenade which had been placed in one of the filing cases. With this exception, its records are intact for the entire period of its history.

169. PERSONNEL RECORDS, 1923 to date. Naval reservists name, rating, enlistment date, birth date, discharge date, records of training duty, and record of health. (Frequently, official.) 5½ x 9½ jackets, 8 ft., in 4 drawers of steel filing case. Executive Office (Bldg. A). (2563)

170. OFFICIAL CORRESPONDENCE REGARDING THIRTEENTH BATTALION, OHIO NAVAL MILITIA, 1924 to date. Applications for commission, discharges, muster rolls, Ohio Penitentiary fire reports, childrens relief, drill pay rolls, armory leases, inaugural parades, adjutant letters, certified accounts, and officer personnel. (Occasionally, official.) 10 x 14 envelopes, 2 ft., in drawer of steel filing case. Executive Office (Bldg. A). (2564)

171. OFFICIAL CORRESPONDENCE SUPPLY DEPARTMENT OF THIRTEENTH BATTALION, U.S. NAVAL RESERVE, 1924 to date. Under following subtitles: store invoices, requisitions, quarterly return of equipment, government bills of lading, shipment orders, standard allowance lists, study courses, recommissioning, receipt and expenditure invoices, small store inventories, applications for commission in supply corps, and supply officer naval training station. (Occasionally, official.) 10 x 14 envelopes, 1 ft., in drawer of steel filing case. Executive Office (Bldg. A). (2561)

172. OFFICIAL CORRESPONDENCE OF THE THIRTEENTH BATTALION, U.S. NAVAL RESERVE, 1926 to date. Orders to personnel, mobilization, census report, turnover report, turnover of 7-1 report, cruises scheduled, report of inspections, report of ordnance and equipment, list of division cruising,
monthly and quarterly schedules of drills, vacancy reports, medical examiner reports, publicity reports, and reports of communist activities. (Occasionally, official.) 10 x 14 envelopes, 5 ft., in 4 drawers of steel filing case. Executive Office (Bldg. A). (2562)

173. GENERAL CORRESPONDENCE OF SEVENTH FLEET DIVISION, 1927 to date. Regarding advancement in rating, parades, drill attendance, drill pay, excuses for failure to perform training duty, report of summer training duty, transfer between classes, correspondence regarding duty of division at Ohio Penitentiary fire, and muster rolls. (Frequently, official.) 10 x 14 envelopes, 7 in., in drawer of steel filing case. Executive Office (Bldg. A). (2568)

174. GENERAL FILE OF FIFTY-SECOND DIVISION, 1927 to date. Regarding advancement in rating, parades, drill attendance, drill pay, excuses for failure of performing training duty, report of summer training duty, transfer between classes, correspondence regarding duty of division at Ohio Penitentiary fire, muster roll, political disturbance, communist activities, confidential reports, and war games. (Frequently, official.) 10 x 14 envelopes, 7 in., in drawer of steel filing case. Executive Office (Bldg. A). (2560)

175. CONFIDENTIAL FILE, 1930 to date. Confidential correspondence on trouble in restricted area (Ninth Naval District), and instructions for restrictions of code during maneuvers. (Frequently, official.) 8½ x 11 jackets, 1 in., in steel vault. Commander's Office (Bldg. A). (2567)

176. SERVICE AND HEALTH RECORDS, 1932 to date. N. Nav. 352 Form H., date of enlistment, birth record, record of service, physical and dental examinations. (Occasionally, official.) 8½ x 11½ vols., 6 ft. 6 in., in 2 drawers of steel filing case. Executive Office (Bldg. A). (7566)

177. OFFICIAL CORRESPONDENCE REGARDING PROPOSED NAVAL RESERVE ARMORY, 1934 to date. Deeds, publicity, newspaper clippings and speeches. Filed alphabetically. (Frequently, official.) 10 x 14 folders, 1 ft., in drawer of steel filing case. Executive Office (Bldg. A). (2565)

178. GENERAL FILE, May 6, 1935 to date. Folder for individual naval reserve officers of 23d Naval Reserve Medical Specialist Unit and general file containing data and correspondence on the above. (Occasionally, official.) 9 x 12 envelopes, 2 in., in drawer of steel filing case. Pathological Laboratory (Bldg. B). (2717)

179. GENERAL FILE, Aug. 1934 to date. Folder for individual naval reserve officer of the 10th Naval Reserve Medical Specialist Unit and general file containing data and correspondence on the above. (Occasionally, official.) 8½ x 11 folders, 2 in., in drawer of steel filing case. Waiting Room (Bldg. C). (2716)
180. INTER-UNIT CORRESPONDENCE TO SECTION COMMANDER, Sept. 1931 to date. Regarding past, present, future schedules, and procedure. (Occasionally, official.) 8½ x 11 folders, 2 ft., in drawer of wooden cabinet. 2d floor (Bldg. D). (2730)

181. OFFICIAL CORRESPONDENCE, Sept. 1931 to date. Regarding unit personnel, intra-unit radio logs and correspondence, inter-unit radio logs. (Occasionally, official.) 8½ x 11 folders, 1 ft. 6 in., in drawer of wooden cabinet. 2d floor (Bldg. D). (2729)

NAVY RECRUITING SUBSTATION
Federal Bldg., 85 Water St.

The exact date for the establishment of this substation is unknown by officials now in charge of this agency. It is a branch office of the Main Recruiting Station at Cincinnati, and reports of its activities have been sent there from time to time. It was formerly located in the Old Federal Bldg., at 3d and State Sts., but was transferred to the New Federal Bldg., on Jan. 7, 1935. None of its records have been lost or destroyed.

182. OFFICIAL RECORDS, REPORTS AND CORRESPONDENCE, Jan. 1935 to date. Regarding activities of this office. (Frequently, official.) 9 x 12 folders, 4 ft., in 4 drawers of steel filing case. R. 217. (857)

DAYTON
NAVY RECRUITING SUBSTATION
Federal Bldg., 118 W. 3d St.

Established about 1886, this substation is under the Main Recruiting Station in Cincinnati to which it sends copies of its records pertaining to recruiting activities. It was formerly located in the Post Office Bldg., at 5th and Main Sts., but was transferred to the Federal Bldg., in 1915.

183. RECORD OF APPLICATIONS TO SERVICE, 1932 to date. Reports. Filed alphabetically. (Occasionally, official.) 10 x 15 covers, 4 ft., in 2 drawers of wooden filing case. R. 318-B. (31)
LIMA

NAVY RECRUITING SUBSTATION
Post Office Bldg., High and Pierce Sts.

This office was established about 1907. It is under the Main Station at Cincinnati to which it sends copies of its records from time to time. From 1907 until 1932, it was located in the Old Post Office Bldg., at High and Elizabeth Sts.

184. GENERAL CORRESPONDENCE, Jan. 1930 to date. Correspondence with, and reports to, main recruiting office at Cleveland, and the Navy Department, Washington. (Occasionally, official.) 8 x 14 loose sheets, 10 in., in filing case. R. 2. (77)

185. PERMANENT RECORD OF ALL APPLICANTS, Jan. 1930 to date. Record of all applicants to join the Navy, whether rejected or accepted. (Daily, official.) 5 x 8 vols. (2), 3 in., in filing case. R. 2. (75)

186. REJECTED APPLICATIONS, Jan. 1930 to date. Record of rejected applicants. (Daily, official.) 8 x 14 loose sheets, 3 ft., in 4 drawers of filing case. R. 2. (76)

PORTSMOUTH

NAVY RECRUITING SUBSTATION

(not surveyed)

SPRINGFIELD

NAVY RECRUITING SUBSTATION
Federal Bldg., 150 N. Limestone St.

This office was established in February 1935. Prior to that time temporary offices had been set up from time to time. The present agency is more or less permanent and is a substation of the Main Station at Cincinnati to which it sends copies of its records pertaining to its recruiting activities. None of its records have been lost or destroyed.
187. GENERAL CORRESPONDENCE, Feb. 1935 to date. Relative to activities of the office. (Frequently, official.) 12 x 14 pockets, 6 in., in drawer of steel filing case. R. 222. (177)

188. REJECTIONS, Feb. 1935 to date. Rejected applications for enlistment. (Frequently, official.) 12 x 14 pockets, 1 ft. 3 in., in drawer of steel filing case. R. 222. (176)

TOLEDO

NAVY RECRUITING SUBSTATION
Courthouse and Custom House, Spielbusch Ave., and Beech St.

This substation was established about 1900. It is administratively responsible to the main recruiting office at Detroit to which it sends copies of its records relating to recruiting activities. Its location prior to 1926 is not known, but between 1926 and 1928, it was situated in the Smith and Baker Bldg. Since that time it has been in the building which it now occupies. None of its records have been lost or destroyed.

189. APPLICATION BOOK, Aug. 1930 to date. Record of reports of applications for enlistment. (Frequently, official.) 8½ x 14⅞ vol., 2 in., in filing case. R. 411. (7)

190. GENERAL FILE, Aug. 1930 to date. Correspondence pertaining to: alphabetical file of letters to and from applicants and in regard to applications; chronological file of recruiting letters, letters to and from officer in charge and memos to and from the Captain's writer; numerical file of monthly recruiting information (Br. Nav. bulletins); chronological file of Bureau of Navigation and recruiting inspector's letters; main office monthly and substation semi-monthly reports; data file containing lists of P.H. radio stations, newspapers, theaters, counties of various districts and list of pictorial stations with data on renewing same; main office monthly report of Naval affairs, radio talks and public speeches "A"; Navy day file; report made by Officer in Charge of reports and remarks of inspectors of substations; names obtained from P.H. and High Schools; Travel Orders and miscellaneous file. (Frequently, official.) 10 x 12 folders, 10 in., in filing case. R. 411. (8)
The exact date for the establishment of this Inspector-Instructor's office is not known. The purpose of this agency is to train and inspect the recruits of the 8th Battalion of the Fleet Marine Corps Reserve. Its records pertain to these activities and have been systematically filed and well preserved.

191. ADMINISTRATION CORRESPONDENCE AND INSTRUCTIONS, Oct. 1936 to date. Correspondence relative to marksmanship, muster rolls, operations and training, pay roll, battalion circulars, battalion orders, special bulletins, Marine Corps orders, bulletins Marine Corps Reserve, circular letters Marine Corps, District Reserve orders, circular letters Quartermaster U.S. Marine Corps, bulletins Quartermaster U.S. Marine Corps. Filed by subject. (Daily, official.) 10 x 12 folders 2 in., in desk drawer. R. 410. (2589)

192. HEALTH RECORD BOOKS OF MEMBERS OF 8TH BATTALION, Oct. 1936 to date. Form H and SH, showing health record of members of 8th Battalion. Filed by companies in alphabetical order. (Daily, official.) 4 x 9 folders, 1 ft. 8 in., in record cabinet. R. 410. (2588)

193. INVOICE AND RECEIPTS OF 8TH BATTALION, Oct. 1936 to date. Form NAC-24QV1, registrations, invoices, and receipts for supplies issued by Marine Reserve Quartermaster. Filed chronologically. (Daily, official.) 8 x 10 loose-leaf, ½ in., in wire tray on desk. R. 410. (2587)

194. MISCELLANEOUS ORDERS AND REPORTS, Oct. 1936 to date. NAC Form 107-A-1 (107A), miscellaneous orders and reports from the Marine Reserve Corps. (Daily, official.) 8 x 10 and 8 x 12 loose-leaf, 2 in., in wire tray on desk. R. 410. (2585)

195. PERSONNEL ROSTER, MEMBERS OF MARINE CORPS RESERVE, Oct. 1936 to date. Gives name, date, age, company and active duty training. Filed by company. (Daily, official.) 4 x 6 cards, 8 in., in wooden box on desk. R. 410. (2584)

196. SERVICE RECORD BOOK, 1936 to date. NMC Form 737 and NMC Form 109, giving name, address, date of enlistment, reference and health record; also clothing record. Filed chronologically. (Daily, official.) 4 x 6 and 4 x 9 vols., ½ in., on desk. R. 410. (2586)
This office was set up on December 2, 1933. It is a branch office of the main office at Cleveland to which it reports at regular intervals concerning its recruiting activities. Its current records pertain to applications for enlistments and correspondence relating thereto. No records have been lost or destroyed.

197. APPLICATIONS ACCEPTED, 1933 to date. Correspondence and applications. (Daily, official.) 9 x 12 folders, 1 ft., in drawer of steel filing case. R. 322. (24)

198. APPLICATIONS REJECTED, 1933 to date. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. R. 322. (25)