INVENTORY OF FEDERAL ARCHIVES IN THE STATES

SERIES X
THE DEPARTMENT OF COMMERCE
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 X. THE DEPARTMENT OF COMMERCE
NO. 34. OHIO

Columbus, Ohio
The Historical Records Survey 1938

DENISON UNIVERSITY
LIBRARY
GRANDVILLE OHIO
DIVISION OF WOMEN'S AND PROFESSIONAL PROJECTS

Florence S. Kerr, Assistant Administrator
Mildred Thrasher, State Director

WORKS PROGRESS ADMINISTRATION

F. C. Harrington, Administrator
Carl Watson, State Administrator
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 William M. Verross as his assistant, until February 15, 1937. At that time Verross became director and served until February, 1938. The project has since been under the technical direction of the Historical Records Survey, with Willmon H. Dorn as project foreman. This inventory of the records of the Department of Commerce was prepared in the Columbus office of the Survey and was edited before final typing by A. R. Kooker of the Washington office.

John O. Marsh
State Director,
The Historical Records Survey
in Ohio

Columbus, Ohio
February 1939
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The office of the Supervising Airline Inspector at Cleveland, established in January 1934, has been continuously located at the Cleveland Airport. In addition to enforcing federal rules and regulations governing the competency of airmen and the airworthiness of aircraft, it promulgates and enforces air traffic rules and other regulations necessary to public safety. None of the records pertaining to these activities have been lost or destroyed.

1. **ADMINISTRATION, FINANCE AND ACCOUNTING, SUPPLIES AND EQUIPMENT, BUILDING AND GROUNDS**, Jan. 1934 to date. Correspondence relative to rules and regulations, transportation, laws and legal matters pertaining to administration, appropriations or money available, contracts and leases, property accounts, finance, office, radio equipment, fuel, automobile parts, supplies and equipment, office and hangar quarters, station quarters, warehouse, buildings and grounds. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. 2d floor. (6371)

2. **AIR NAVIGATION**, Jan. 1934 to date. Air regulations, aircraft registration and licensing, approval and inspection of airplanes, scheduled flying operations, airmen's registration and licensing, manufacturing and engineering, etc. (Daily, official.) 9 x 11 folders, 4 ft., in 2 drawers of steel filing case. 2d floor. (6372)

3. **AIRLINE OPERATIONS**, Jan. 1934 to date. Applications and letters of authority, pilots, ground personnel, inspection and reports, charter trips, airway violations, accidents, etc. (Daily, official.) 9 x 11 folders, 4 ft., in 3 drawers of steel filing case. 2d floor. (6373)

4. **GENERAL INFORMATION**, Jan. 1934 to date. Publications, departmental relations, statistical reports, information of patents and inventions, and also miscellaneous correspondence pertaining to air navigation. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of steel filing case. 2d floor. (6374)
The Teletype Station was established at Port Columbus in August 1930. From that time until 1934, it operated under the Aeronautics Branch of the Department of Commerce. Since the latter date, it has functioned under the Bureau of Air Commerce, as a field office of the First Air Navigation Division with headquarters in Newark, N.J. Its duties involve the broadcasting of radio directions and weather conditions to all planes navigating near Columbus. It is assisted in this work by a local unit of the Weather Bureau which makes available to it weather conditions in areas over which planes are flying. Its records pertain to the activities alluded to above and are extant for the entire period of the agency's history.

5. BIDS ISSUED, 1930 to date. Form F33, copies of bids issued for purchases of construction material and maintenance supplies. (Occasionally, official.) 8½ x 11 folders, ¾ in., in wooden filing case. R. 206. (6704)

6. CIRCULAR LETTERS, 1930 to date. Covering all phases of operations and maintenance of a general nature for station information and instructions. (Occasionally, official.) 8½ x 11 folders, 8 in., in wooden filing case. R. 206. (6714)

7. DAILY COMMUNICATION REPORT, 1930 to date. Form 406, report made daily covering working hours and data pertinent to various communications. (Daily, official.) 8½ x 11 folders, 4 in., in drawer of wooden filing case. R. 206. (6707)


9. INSPECTION OF STATION REPORTS, 1930 to date. Form 270, record of inspection covering all phases of operation and maintenance of station. (Frequently, official.) 8½ x 11 folders, ⅜ in., in drawer of wooden filing case. R. 206. (6706)

10. INVOICES, 1930 to date. Form 411 A, copies of incoming and outgoing invoices for all materials received and shipped. (Occasionally, official.) 8½ x 11 folders, 4 in., in wooden filing case. R. 206. (6702)
11. MAINTENANCE FILE, 1930 to date. Correspondence and miscellaneous reports covering various phases of maintenance of station. (Occasionally, official.) 8½ x 11 folders, ½ in., in drawer of wooden filing case. R. 206. (6699)

12. MONTHLY REPORT OF RADIO APPARATUS, 1930 to date. Form AC 78, monthly report rendered showing various operation records of radio equipment being used at station. (Monthly, official.) 8½ x 11 folders, 2 in., in drawer of wooden filing case. R. 206. (6708)

13. MONTHLY TELEPHONE REPORTS, 1930 to date. Form AC 27, record of telephone calls made at station and charges made for same. (Monthly, official.) 8½ x 11 folders, 1 in., in drawer of wooden filing case. R. 206. (6709)

14. NOTICES TO AIRMAN, 1930 to date. Form AB 408, reports from stations concerning operation and condition of radio equipment, landing fields and other information. These notices are made available to the public. (Frequently, official.) 8½ x 11 folders, 2 in., in drawer of wooden filing case. R. 206. (6703)

15. OPERATIONS OF TELETYPÉ, 1930 to date. Miscellaneous letters and dispatches covering various operations of teletype. (Occasionally, official.) 8½ x 11 folders, 2 in., in wooden filing case. R. 206. (6701)

16. PERSONNEL FILE, 1930 to date. Record of personnel on duty at station; covers employment, transfers, conduct, leaves, pay, and general information as to personnel. (Occasionally, official.) 8½ x 11 folders, 2 in., in wooden filing case. R. 206. (6715)

17. PROPERTY AND COST ACCOUNTING SYSTEM RECORD, Apr. 1934 to date. Record book listing all equipment and supplies on hand; shows unit, date of receipt of supplies received and issued, prices, etc., and balances on hand. (Occasionally, official.) 10 x 18 loose-leaf books, 6 in., in metal filing case. R. 206. (6700)

18. PUBLIC VOUCHERS, 1930 to date. Form 1034, vouchers covering purchases of supplies and service for station. (Occasionally, official.) 8½ x 11 folders, 1 in., in wooden filing case. R. 206. (6712)

19. QUARTERLY REPORT OF TUBE AND RADIO FAILURES, 1934 to date. Forms AB 426 and AB 419, periodic reports showing all tube and radio failures occurring at station. (Occasionally, official.) 8½ x 11 folders, 1 in., in drawer of wooden filing case. R. 206. (6712)

20. RANGE TRANSMITTER RECORD, 1930 to date. Form 418, record of meter readings and hours of operation for radio station. (Daily, official.) 8½ x 11 folders, 1 in., in drawer of wooden filing case. R. 206. (6711)
21. REQUISITIONS, 1930 to date. Form 422, for all classes of supplies to be purchased for radio station. (Frequently, official.) 8½ x 11 folders, 3 in., in drawer of wooden filing case. R. 206. (6713)

TOLEDO

AIR NAVIGATION DIVISION
AIRWAY MECHANICIAN
149 Dartmouth Drive

The Airway Mechanician's office at Toledo was established on Jan. 1, 1934. It is a suboffice of District No. 3 of the Airway Maintenance Subdivision which has its headquarters in Chicago, Ill. Its purpose is to perform the duties associated with the maintenance of beacon lights and similar aids to air navigation as maintained at the Toledo Airport. Records of these activities have been carefully kept and systematically filed. None of them have been lost or destroyed and they are arranged below in chronological order.

22. BIDS AND AWARDS ON PROPOSALS, Jan. 31, 1934. Form 114, bids for painting of airways, and mowing grass at various landing field sites. Filed chronologically. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2360)

23. CORRESPONDENCE, Jan. 31, 1934 to date. With power companies and regarding leave of absence. Filed chronologically. (Frequently, official.) 8½ x 11 folders, 3 in., in desk drawer. Garage. (2361)

24. EMERGENCY FIELD OPERATIONS, Jan. 31, 1934. Weekly report and correspondence from fields 13, 18, 25, 28 and Camp Perry, Ohio to Chicago headquarters, copy of which is forwarded to Toledo mechanician. (Frequently, official.) 8 x 10½ folders, 3 in., in desk drawer. Garage. (2364)

25. GENERAL CORRESPONDENCE, Jan. 31, 1934 to date. Relative to matters of property accounting. Filed by dates. (Frequently, official.) 8½ x 11 folders, 3 in., in desk drawer. Garage. (2365)

26. INCOMING INVOICES, Jan. 31, 1934 to date. Invoices of equipment and supplies. Filed by dates. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2370)

27. INVOICES PAID, Jan. 31, 1934 to date. Covers grass cutting expenses and minor expenses on trucks and incidentals. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 1 in., in desk drawer. Garage. (2567)
28. LEASES AND LICENSES, Jan. 31, 1934 to date. Leases covering land used for sites and obstruction poles, and correspondence pertaining to these leases. Filed chronologically. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2568)

29. MAINTENANCE ANALYSIS, Jan. 31, 1934 to date. Form AB 255, lighting equipment failure report from all sites, listing number of site, type, date of failure, trouble reported; also relative correspondence, date restored, part failing and description of failure. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2569)

30. MECHANICIAN MONTHLY ITINERARY, Jan. 31, 1934 to date. Report giving date, site, address by day and night, also telephone number where mechanician can be reached. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2570)

31. MISCELLANEOUS SUPPLIES, Jan. 31, 1934 to date. Correspondence with headquarters relative to maintenance and changes of equipment, construction of buildings, time clock photo-electric cells, optical glassware, lamps (all types), beacons, course lights, boundary lights, lamp changes, poles, towers, steel construction, local accessories for motor equipment. Filed chronologically. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2571)

32. MONTHLY MAINTENANCE OPERATION REPORT, Jan. 31, 1934 to date. Summary of all work performed by mechanician on whole sector including maintenance of truck. (Frequently, official.) 10½ x 19½ folders, 1 in., in desk drawer. Garage. (2572)

33. OUTGOING INVOICES, Jan. 31, 1934. Shipments of supplies and equipment not required on sector. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2573)

34. PROPERTY ACCOUNTING, Jan. 31, 1934 to date. Summary of all site stocks, supplies, and miscellaneous items for sites, local purchases and surplus materials and requisitions for supplies, regular and special. (Frequently, official.) 10½ x 17 loose leaves, 4 in., in steel carrying case. Garage. (2574)

35. RECOR DSHEET, Jan. 31, 1934 to date. Form 146, record of all supplies issued to the sector including field beacons, trucks and mechanics site stock sent to headquarters with regular requisition for supplies. This shows article, date, quantity, unit price and total value, also site number and type. (Frequently, official.) 7½ x 11 loose leaves, 1½ in., on desk. Garage. (2575)

36. REQUISITION FOR SUPPLIES, Jan. 31, 1934 to date. Form AB 422, requisition for supplies. Filed by dates. (Frequently, official.) 8 x 10½ folders, 1 in., in desk drawer. Garage. (2576)
37. STATIONERY AND SUPPLIES, Jan. 31, 1934 to date. Requisitions for stationery, office equipment and supplies. (Frequently, official.) 8 x 10\(\frac{1}{2}\) folders, \(\frac{3}{4}\) in., in desk drawer. Garage. (2577)

38. SURVEY OF PROPERTY AND AFFIDAVIT FOR LOST PROPERTY, Jan. 31, 1934 to date. Report made every six months of obsolete and used property on hand. Filed chronologically. (Rarely, official.) 8 x 10\(\frac{1}{2}\) folders, \(\frac{3}{4}\) in., in desk drawer. Garage. (2578)

**PUT-IN-BAY**

**PROPAGATION OF FOOD FISHES DIVISION**
**FISH CULTURAL STATION**

U.S. Fish Hatcheries

The U.S. Fish Cultural Station at Put-In-Bay, established in 1889, was under the Commissioner of Fish and Fisheries, from 1889 until 1903; under the Bureau of Fisheries in the Department of Commerce and Labor, from 1903 until 1913; and, since the latter date, under the Bureau of Fisheries in the Department of Commerce. The purpose of this agency is to operate fish hatcheries at Put-In-Bay and to propagate useful food fishes in suitable waters. Copies of its records relating to these activities have been sent to the bureau's headquarters in Washington. Copies of those retained covering the period from 1889 to 1927, have been destroyed.

39. CORRESPONDENCE, 1928 to date. To and from officials in Washington, D.C., concerning fish culture, etc. (Daily, official.) 8 x 10 folders, 1 ft. 8 in., in steel filing case. Office. (6)

40. DAILY REPORT OF EGG COLLECTION, 1931 to date. (Daily, official.) 3 x 5 cards, 4 in., in steel card cabinet. Office. (5)

41. DAILY REPORT OF FISH SHIPMENTS, 1931 to date. (Daily, official.) 3 x 5 cards, 4 in., in steel card cabinet. Office. (4)

42. MEMORANDA OF TRANSPORTATION REQUESTS AND BILLS OF LADING, 1931 to date. (Daily, official.) 3 x 5 cards, 2 in., in steel card cabinet. Office. (3)
CINCINNATI

DISTRICT OFFICE DIVISION
COOPERATIVE OFFICE FOREIGN TRADE SECRETARY
Chamber of Commerce Bldg., 4th, and Race Sts.

The Cooperative Office Foreign Trade Secretary at Cincinnati was established in July 1917. Until November 1921, it was located in the Herschede Bldg., 124 E. 4th St.; from that date until September 1927, it was situated in the Union Central Bldg., 4th and Vine Sts.; and, since the latter date, in the Chamber of Commerce Bldg. The agent in charge is not a full time employee of the Department of Commerce, but acts chiefly in the capacity of distribution agent for literature pertaining to foreign trade opportunities. It is operated in conjunction with the Foreign Trade Department of the Cincinnati Chamber of Commerce. Its records consist chiefly of official correspondence and reports on literature distributed.

43. OFFICIAL CORRESPONDENCE, 1915 to date. All official correspondence with various divisions of the government regarding the administration of the office import duties, and any other information or instructions pertaining to the Bureau of Foreign and Domestic Commerce. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. 12th floor. (3795)

44. MONTHLY REPORTS OF SALES OF PUBLICATIONS, 1920 to date. Reports of sales of various publications of the bureau, and also of sales of publications of the Superintendent of Documents, giving the number of lists sold, the prices, and totals thereof, and deposit slips, showing remittances. Quarterly statements of sales are also included in the records. (Daily, official.) 9 x 12 folders, 2 ft., in steel filing cases. Rs. 1132 and 12th floor. (3796, 3797)

45. REQUISITIONS FOR PUBLICATIONS, 1924 to date. Requisitions showing quantity of each publication on hand, and quantity desired, for publications of the bureau, and those issued by the Superintendent of Documents. (Daily, official.) 9 x 12 folders, 10 in., in drawers of steel filing cases. Rs. 1132 and 12th floor. (3792, 3793)

46. CENSUS REPORTS, 1932 to date. Reports compiled from various surveys which are of significance to manufacturers who cooperate with the bureau. (Daily, official.) 9 x 12 folders, 4 in., in drawer of steel filing case. 12th floor. (3790)

47. MANUSCRIPT LIST, 1932 to date. Correspondence and other data with reference to foreign and domestic commerce, imports and exports, duties on commodities, also inquiries and replies regarding where to
buy various products. (Daily, official.) 9 x 12 folders, 4 ft., in 2 drawers of steel filing case. 12th floor. (3789)

48. RECORDS OF BUREAU PUBLICATIONS, 1932 to date. Perpetual inventory of the publications of the bureau and of those issued by the Superintendent of Documents, showing number of each publication on hand, receipts and sales. (Daily, official.) 9 x 12 folders, 2 ft., in drawer of steel filing case. 12th floor. (3791)

49. MONTHLY STATISTICAL REPORTS, Jan. 1936 to date. Number of incoming and outgoing letters, number of callers to the office, number publications treating of trade opportunities distributed, number of trade lists sold, number of World Trade Directory reports sold, the value of sales of special or subscription publications of the bureau, the value of sales of publications of the Superintendent of Documents, the number of long distance phone calls, the number and names of official visitors, also a letter, with report, which summarizes other activities, such as foreign and domestic trade inquiries, bulletins mailed to exporters, business trends, etc. (Daily, official.) 9 x 12 folders, 1/2 in., in drawer of steel filing case. 12th floor. (3794)

CLEVELAND

DISTRICT OFFICE DIVISION
COOPERATIVE OFFICE FOREIGN TRADE SECRETARY
Terminal Tower Bldg., Public Square

A Cooperative Foreign Trade Secretary at Cleveland was appointed in October 1935. This agent is not a full time employee of the Department of Commerce, but acts as its official agent for the distribution of departmental literature pertaining to foreign trade opportunities, open to American commercial interests.

50. GENERAL FILE (CORRESPONDENCE), Oct. 1935 to date. Inquiries of industries as to marketing conditions in import and export trade, rate of duties, fiduciary trade obstructions, distribution sources and methods, discounting and financing accommodations and personnel. (Daily, official.) 10 x 12 folders, 4 ft., in 2 drawers of steel filing case. R. 1704. (6423)
COLUMBUS

DISTRICT OFFICE DIVISION
COOPERATIVE OFFICE FOREIGN TRADE SECRETARY
Chamber of Commerce Bldg., 30 E. Broad St.

The Columbus Cooperative Office Foreign Trade Secretary is not a full time employee of the Department of Commerce. He is primarily the agent through which the department distributes literature to commercial groups interested in foreign trade conditions and opportunities. Therefore, since its establishment in 1920, this office has kept very few records. Those prior to 1930 have been discarded as useless. Those retained, since that time, have been filed with records related to the functions of the agent which deal with the official business of the Columbus Chamber of Commerce.

51. FOREIGN TRADE OPPORTUNITY CORRESPONDENCE, 1930 to date. (1930-1933 rarely, 1934 to date occasionally, official.) 8½ x 11 folders and bundles, 6 in., in vault and in drawer of steel filing case. Basement and 2d floor SW. (2557, 2558)

52. LETTERS OF TRANSMITTAL, May 1932 to date. (Occasionally, official.) 8½ x 11 folders, 1 in., in drawer of steel filing case. 2d floor SW. (2559)

TOLEDO

DISTRICT OFFICE DIVISION
COOPERATIVE OFFICE FOREIGN TRADE SECRETARY
Richardson Bldg., St. Clair St. at Jefferson Ave.

Established in 1930, this office serves as a center for the distribution of foreign trade literature which is published by the Department of Commerce and circulated for the benefit of commercial interests in the city of Toledo. The agent in charge is not a full time employee of the federal government, but cooperates in the functions just mentioned with the Department of Commerce. He is primarily the agent of the Toledo Chamber of Commerce.

53. CORRESPONDENCE, FOREIGN TRADE, 1930 to date. With correspondents in foreign countries. Filed alphabetically. (Frequently, official.) 8½ x 11 folders, 3 ft., in 2 drawers of steel filing case. R. 509. (2580)
54. BUSINESS INFORMATION SERVICE, Sept. 1933 to date. Correspondence on foreign trade firms located in Toledo. (Daily, official.) 8 1/2 x 11 folders, 2 ft., in drawer of steel filing case. R. 509. (2579)

55. FOREIGN TRADE, U.S. DEPARTMENT OF COMMERCE DISTRICT AND COOPERATIVE OFFICE, Sept. 1933 to date. Correspondence to and from Cleveland office, offices operating under Toledo office and exporters, index form. Filed alphabetically. (Daily, official.) 8 1/2 x 11 folders, 2 ft. 3 in., in drawer of steel filing case and in heavy cardboard transfer case. Rs. 508 and 509. (2581, 2582)

56. OUTSIDE FOREIGN TRADE, 1935 to date. Correspondence to and from foreign consuls and bureaus at Washington pertaining to foreign business. Filed alphabetically. (Daily, official.) 8 1/2 x 11 folders, 2 ft., in drawer of steel filing case. R. 509. (2583)

MARBLEHEAD

TENTH LIGHTHOUSE DISTRICT
MARBLEHEAD LIGHT STATION
Station House

The Light Station at Marblehead was established in 1821. From that date until 1852, it operated under the direction of the Fifth Auditor of the Treasury; from then until 1903, it was under the U.S. Lighthouse Board; from 1903 until 1910, it was a part of the field organization of the Lighthouse Board in the Departments of Commerce and Labor; and, since 1913, it has been a unit of the Bureau of Lighthouses in the Department of Commerce. It is administratively responsible to the Superintendent of Lighthouses for District No. 10 at Buffalo, N.Y. Reports of its activities are sent to that place at regular intervals and copies of all records are retained for local reference. Some of the records were destroyed in 1913, when revolving lights were installed to replace fixed lights.

57. CORRESPONDENCE, 1877 to date. Official correspondence between local officials and superior officials in Buffalo, N.Y., and Washington, D.C. (Frequently, official.) 9 1/2 x 11 vol., 6 in., in steel closet. (1)

58. LIGHTHOUSE JOURNAL, 1929 to date. General record of station activities. (Daily, official.) 9 x 14 vols. (2), 1 in., in steel closet. (2)
CINCINNATI

INSPECTION SERVICE
LOCAL INSPECTOR OF HULLS AND BOILERS
Federal Bldg., 5th, Main and Walnut Sts.

The office of Local Inspector of Hulls and Boilers was established at Cincinnati in 1852. Until 1871, it operated under the indirect supervision of the Secretary of the Treasury. From 1871 until 1903, it was administered by a Supervising Inspector-General in the Treasury Department, and was transferred to the Department of Commerce and Labor upon its creation in 1903. In 1913, it was transferred to the Department of Commerce when the Departments of Labor and Commerce were separated into individual departments. At that time, it became a unit of the Bureau of Steamboat Inspection. In 1932, the Bureau of Navigation and Steamboat Inspection was created, and in 1936 this became the Bureau of Marine Inspection and Navigation. The unit at Cincinnati was under these respective bureaus during this time. It was formerly a part of Inspection District No. 9, but became a suboffice of District No. 6 when the former was changed to the latter in 1936. It is administratively responsible to the Supervising Inspector of this district at Cleveland. Its activities involve the issuance of licenses to steamboat personnel, the inspection of steamboats, their hulls and boilers. Its jurisdiction covers boats on the Ohio River making Cincinnati their home port. Some work is also carried on at other points along the Ohio in the vicinity of Cincinnati. Some of its records originating prior to 1911 have been destroyed upon official authority from Washington. Those originating while the agency was under the Treasury Department, are now in the custody of the Collector of Customs.

59. BLUE BOOKS, 1898 to date. Listing names of all merchant vessels of the U.S., owner, where and when built, size, etc. (Frequently, official.) 5 x 12 vols., 8 ft., in wooden cabinet. R. 207. (505)

60. FIRST CLASS PILOTS, Jan. 22, 1908 to date. Stub books of licenses issued to first class pilots. (Frequently, official.) 5 x 9 vol., 2 in., in wooden cabinet. R. 207. (507)

61. MATE BOOKS, Jan. 4, 1909. Stub books of licenses issued to mates. (Frequently, official.) 5 x 9 vol., 3 in., in wooden cabinet. R. 207. (508)

62. MOTOR ENGINEERS, Oct. 7, 1910 to date. Stub books of licenses issued to engineer of Diesel and gasoline engine boats not exceeding 65 ft., in length and 15 gross tons, for hire and carrying passengers. (Frequently, official.) 5 x 9 vol., 8 in., in wooden cabinet. R. 207. (504)
63. GENERAL CORRESPONDENCE, Jan. 1, 1911 to date. All correspondence relative to operation of this department. Numbers on transfer cases 1 - 3478. (Daily, official.) 11 x 12 loose sheets, 9 ft. 6 in., in pasteboard boxes on wooden shelf. R. 207. (521)

64. GENERAL CORRESPONDENCE, 1911 to date. Covering all activities of office. (Daily, official.) 9 x 12 folders, 6 ft., in 3 drawers of steel filing case. R. 207. (516)

65. LICENSES, Jan. 1, 1911 to date. Applications for licenses as masters, mates, pilots, engineers, steam and motor vessel operators. (Frequently, official.) 9 x 12 envelopes, 4 ft., in 3 drawers of steel filing case. R. 207. (517)

66. LICENSES, Jan. 1, 1911 to date. Report of licenses issued to masters, mates, pilots, engineers, operators of motor boats; copies, original sent to Supervisor Inspector, Pittsburgh, Pa., duplicate to department director, Washington, D.C., and triplicate retained. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of card cabinet. R. 207. (510)

67. OLD LICENSES OF LICENSED OFFICERS, Jan. 1, 1911 to date. Licenses surrendered by applicants when applying for a new license with original and current applications of masters, mates, pilots, and engineers. (Frequently, official.) 11 x 12 loose sheets, 10 ft. 3 in., in boxes on wooden shelf. R. 207. (523)

68. MASTERS' LICENSES, Apr. 10, 1911 to date. Stub books of licenses issued to masters of boats. (Frequently, official.) 5 x 9 vols., 6 in., in wooden cabinet. R. 207. (514)

69. VESSELS, Jan. 1, 1911 to date. Complete record and history of all vessels, the dates they were inspected, and by whom. (Rarely, official.) 11 x 12 loose sheets, 10 ft. 9 in., in paper boxes. R. 207. (534)

70. VISUAL EXAMINATIONS, Jan. 1, 1911 to date. Reports on number of examinations made each month of masters, mates, pilots, engineers, when application is made for renewal of licenses. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of steel card cabinet. R. 207. (506)

71. VESSELS INSPECTED, Jan. 1911 to date. Card record of vessels inspected in this district; name, date inspected, and condition. (Frequently, official.) 3 x 5 cards, 8 in., in drawer of steel card cabinet. R. 207. (580)

72. CERTIFICATE OF INSPECTION, 1913 - 1921. Form 841, disclosing that application has been made in writing to the inspectors of this district requesting inspection be made of a certain vessel. The
certificate shows names of owners and masters, name of vessel, where built, year, and its tonnage, kind of materials of which the vessel is constructed, number of men and officers required in crew and the trade in which the vessel is employed. The waters the vessel is to navigate are mentioned. This certificate is sworn to by the Inspector of Hulls and the Inspector of Boilers. (Never.) 12 x 17 loose sheets, 3 in., in steel vault. Damaged by careless handling, faulty containers, dirty. Basement storage room. (1638) 

73. CHIEF ENGINEERS OF STEAM VESSELS, July 20, 1913 to date. Stub books of licenses issued to chief engineers. (Rarely, official.) 5 x 9 vols., 8 in., in wooden cabinet. R. 207. (509)


75. ANNUAL INSPECTION REPORT (HULL AND EQUIPMENT), May 21, 1923 - June 12, 1929. Report of the inspection of boats at Cincinnati, Ohio. (Rarely, official.) 4 x 6 vols. (6), 1 3/8 in., in desk. R. 207. (533)


77. REPORT OF ANNUAL INSPECTION (HULL AND EQUIPMENT), Apr. 26, 1923 - Nov. 3, 1934. Information on inspection of boats at St. Louis, Mo. (Rarely, official.) 4 x 6 vols., (2), 1 1/2 in., in desk. R. 207. (531)

78. ANNUAL INSPECTION REPORT (HULL AND EQUIPMENT), Mar. 12, 1924 - June 1, 1927. Information on the inspection of boats at Louisville, Ky. (Rarely, official.) 4 x 6 vols. (3), 1 3/4 in., in desk. R. 207. (522)

79. ANNUAL INSPECTION REPORT (HULL AND EQUIPMENT), June 4, 1928. Information on a boat inspected at Jacksonville, Fla. (Rarely, official.) 4 x 6 vol., 1 1/2 in., in desk. R. 207. (529)

80. MONTHLY REPORT, 1929 - 1931. Report of officer in charge of passenger steamers showing condition of equipment, motors, number of passengers carried, etc. (Rarely, official.) 9 x 12 loose sheets, 2 in., in desk drawer. R. 207. (518)

81. ANNUAL INSPECTION REPORT (HULL AND EQUIPMENT), Mar. 13, 1930. Information on the inspection of a boat at Evansville, Ind. (Rarely, official.) 4 x 6 vol., 1 1/2 in., in desk. R. 207. (528)
82. CASUALTIES AND VIOLATIONS, 1931 - 1935. Reports of casualties and violations giving complete descriptions of all casualties, dates and all circumstances pertaining to same. Records prior to 1931 destroyed by orders from Washington. (Rarely, official.) 3 x 9 loose papers, 1/2 in., in desk drawer. R. 207. (536)

83. VESSELS INSPECTED, 1931 - 1935. Report on total number of vessels inspected each month. These records were destroyed by government order for dates prior to 1931. (Rarely, official.) 3 x 9 loose papers, 1/2 in., in desk drawer. R. 207. (535)

84. ASSISTANT ENGINEERS OF STEAM VESSELS, Jan. 11, 1931 to date. Stub books of licenses issued to asst. engineers. (Frequently, official.) 5 x 9 vol., 1 1/2 in., in wooden cabinet. R. 207. (513)

85. BOILERS INSPECTED, 1932 - June 1935. Report on total number of boilers inspected each week. (Rarely, official.) 3 x 9 loose sheets, 1/2 in., in desk drawer. R. 207. (520)

86. OFFICERS LICENSED, 1932 - 1935. Report on total number of officers licensed. (Rarely, official.) 3 x 9 loose sheets, 1 in., in desk drawer. R. 207. (519)


88. RETURN OF PUBLIC PROPERTY, 1932 - June 30, 1935. Summary of office equipment as to whether belonging to Treasury Department or Bureau of Marine Inspection. (Frequently, official.) 3 x 9 loose sheets, 1/2 in., in desk. R. 207. (537)

89. DAILY CARDS, PUBLIC PROPERTY, 1932 to date. Reports on work done each day by inspector. (Daily, official.) 3 x 5 cards, 8 in., in drawer of wooden card cabinet. R. 207. (511)

90. ANNUAL INSPECTION REPORT (HULL AND EQUIPMENT), Feb. 27, 1933. Information on a boat inspected at Nashville, Tenn. (Rarely, official.) 4 x 6 vol., 1/4 in., in desk. R. 207. (530)

91. ANNUAL INSPECTION REPORT (HULL AND EQUIPMENT), Feb. 3, 1934. Information of inspection of boat at Dubuque, Iowa; also used to compare present inspection with last previous inspection. (Frequently, official.) 4 x 6 vol., 1/4 in., in desk drawer. R. 207. (524)

92. BOILER INSPECTOR'S REPORTS, 1935 to date. Reports of boiler and hull inspectors of steamers. (Frequently, official.) 9 x 12 envelopes, 6 ft., in 3 drawers of steel filing case. R. 207. (515)
CLEVELAND

INSPECTION SERVICE
SIXTH DISTRICT SUPERVISING INSPECTOR
Federal Bldg., Public Square

The Supervising Inspector's Office for District No. 6 was established at Cleveland in 1868. Until 1903, it was under a Supervising Inspector-General in the Treasury Department, and from then until 1913, it was under the Steamboat Inspection Service of the Bureau of Steamboat Inspection in the Department of Commerce and Labor. Between 1913 and 1932, it was a unit of the field organization of the Bureau of Steamboat Inspection in the Department of Commerce. Since the latter date, it has been under the recently created Bureau of Marine Inspection and Navigation. The Cleveland office was at one time headquarters for the Supervising Inspector of District No. 9, but this designation was changed to District No. 6 upon the reorganization and consolidation of the service in 1936. Until 1911, it was located in the Old Post Office Bldg., W. 3d and Superior Ave., and moved to its present location upon the completion of the New Federal Bldg., in that year. Its duties involve the inspection of steamboats, hulls, boilers, etc., and the issuance of licenses to steamboat personnel in the vicinity of Cleveland. It directs similar work of branch offices at Toledo and Cincinnati.

Records are kept covering all of these activities. From time to time the central bureau in Washington authorizes the destruction or disposal of certain records through circular letters. Those authorized to be destroyed pertain chiefly to old examination papers. None have been destroyed except upon official authorization from superior officials.

93. RECORD OF LICENSES ISSUED, July 1, 1870 - June 30, 1910. Form 2135, complete record of all licenses issued by this district office to following: masters, pilots, mates, chief engineers, assistant engineers, and special licenses. These records contain complete details. (Rarely, official.) 9 x 15 vols. (16), 2 ft. 8 in., in bookcase. R. 400. (6385)

94. BOILER INSPECTIONS, July 1, 1888 - June 30, 1910. Old Form 840 B, old reports of boiler inspectors containing a complete history, with all essential data for each boiler inspected. (Rarely, official.) 5 x 8 booklets, 48 ft., in steel files. R. 400. (6381)

95. EXAMINATIONS FOR LICENSES, July 1, 1900 - June 30, 1920. Complete records of each license issued to masters, mates, pilots, chief and assistant engineers, and special licenses. Records consist of: applications, examination papers, gradings, old licenses, and all other essential data. (Rarely, official.) 9 x 12 envelopes, 7 ft. 6 in., in 3 wooden boxes. R. 400. (6388)
96. LICENSES ISSUED PRIOR TO CURRENT YEAR, July 1, 1911 - June 30, 1935. Form 927, complete record of all licenses issued to all licensed officers prior to current fiscal year. (Frequently, official.) 3 x 5 cards, 13 ft. 4 in., in 10 drawers of wooden card cabinet. R. 400. (6419)

97. VESSEL RECORDS, July 1, 1911 - June 30, 1935. Reports sent to bureau at Washington, D.C., regularly, being complete records of all inspections of vessels, cargo and passengers, prior to current fiscal year. (Frequently, official.) 3 x 5 cards, 14 ft. 8 in., in 11 drawers of wooden card cabinet. R. 400. (6418)

98. APPROVED VALVES AND FITTINGS, July 1, 1911 to date. Card index record of names and addresses of manufacturers whose valves and fittings have been approved by bureau for use on lake vessels. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 400. (6399)

99. BLUEPRINTS OF BOILERS, VALVES AND FITTINGS, July 1, 1911 to date. Blueprints of boilers, valve fittings, piping, etc., of prior inspection used by inspectors in making later inspections; marked with name of vessel, name of inspector, date of inspection and file number, being complete records of all inspections made in this district. (Frequently, official.) 9 x 12 envelopes, 14 ft., in 7 drawers of steel transfer cases. R. 400. (6382)

100. BLUEPRINTS OF HULL, July 1, 1911 to date. Blueprints of hulls, lifeboats, life rafts, steering gears and equipment, and the various other appurtenances pertaining to hull inspections. Filed numerically. (Frequently, official.) 9 x 12 envelopes, 14 ft., in 7 drawers of steel transfer case. R. 400. (6384)

101. CARD INDEX OF LICENSES, July 1, 1911 to date. Index of all licenses issued to licensed officers, each index card referring to record file by name of individual, by file number, and by name of vessel when available. (Daily, official.) 3 x 5 cards, 8 ft., in 2 drawers of wooden card cabinet. R. 400. (6375)

102. CASUALTIES AND VIOLATIONS, July 1911 to date. Forms 924-A and 924-B, duplicate copies in card record form of final reports made to bureau at Washington, D.C., containing all essential data, reports of masters and interested parties, handling of cases, final decisions rendered, etc., covering all cases of casualties and violations of navigation laws. (Frequently, official.) 3 x 5 cards, 6 ft., in 6 drawers of wooden card cabinet. R. 400. (6376)

103. DANGEROUS ARTICLES, July 1, 1911 to date. Card index of merchandise items classified as inflammable or for other reasons considered dangerous to be carried on lake vessels. (Frequently, official.)
3 x 5 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 400. (6400)

104. FUSIBLE PLUGS, APPROVED AND REJECTED, July 1911 to date. Card record of fusible plugs approved and rejected for use on lake vessels. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 400. (6378)

105. GENERAL CORRESPONDENCE, July 1, 1911 to date. Copies of general correspondence pertaining to daily departmental routine and activities of various offices in this district, cross indexed by subject, name of individual, and name of vessel when possible. (Daily, official.) 9 x 12 folders and envelopes, 48 ft., in 24 drawers of wooden filing case. R. 400. (6394)

106. GENERAL CORRESPONDENCE INDEX, July 1, 1911 to date. Complete card index to the general correspondence files, concerning daily routine activities of this district office, on subjects not specially classified or otherwise indexed. (Daily, official.) 3 x 5 cards, 5 ft. 4 in., in 4 drawers of wooden card cabinet. R. 400. (6401)

107. INSPECTION REPORTS, July 1, 1911 to date. Reports on inspections, boiler inspections, etc., copies of inspector's reports, correspondence and miscellaneous data pertaining to inspections and other departmental routine, as concerns inspection. (Frequently, official.) 9 x 12 folders, 6 ft., in 23 drawers of wooden filing cases. R. 401. (6393)

108. INSPECTED VESSELS, July 1, 1911 to date. Cross index to complete records of every inspection made in this district of every vessel (cargo and passenger). Indexed by name of vessel and the file number. (Daily, official.) 3 x 5 cards, 4 ft., in drawer of wooden card cabinet. R. 400. (6405)

109. LICENSES, July 1, 1911 to date. Numbered from 1 - 8921, a complete history of each license, from application for license to issuance and renewals. Filed by name of person licensed. (Frequently, official.) 9 x 12 envelopes, 466 ft., in 23 drawers of steel transfer cases, in 21 wooden boxes and on 21 wooden shelves. R. 400. (6376)

110. NAME AND ADDRESS OF INSPECTORS, July 1, 1911 to date. Card index of all steamboat inspectors in the service, covering all districts of the Great Lakes, their names, addresses, and district offices. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 400. (6412)
111. RECORD OF PUBLIC PROPERTY, July 1, 1911 to date. Form 914, inventory of furniture, office equipment and fixtures on hand in this office. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 400. (6379)

112. VESSEL INSPECTIONS, July 1, 1911 to date. File numbers 1 - 7674. Complete files containing all the information concerning each inspection made in this district. Each file marked with file number, name of vessel, name of inspector, and date of inspection. (Frequently, official.) 9 x 12 envelopes, 112 ft., in 2 drawers of steel filing case and in 56 drawers of wooden transfer cases. R. 400. (6386)

113. BLUEPRINTS, July 1, 1912 to date. Blueprint of steamboat boilers, steering gears, life boats, life rafts and various appurtenances, boilers, pipings, valves and fittings, etc. (Frequently, official.) 9 x 12 envelopes, 10 ft., in 5 drawers of wooden filing case. R. 401. (6396)

114. EXAMINATIONS FOR COLOR BLINDNESS FOR FORWARD END OFFICERS, July 1, 1914 to date. Form 926, copies of monthly reports sent to bureau at Washington, D.C., covering examinations of forward end officers for color blindness. Regular examinations held in this district. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 400. (6409)

115. ABLE SEAMEN, July 1, 1915 to date. Complete history of each able seaman's certificate issued by this office, original application, examination papers and gradings, subsequent record of seaman, after issuance of certificate and all other essential data. (Frequently, official.) 9 x 12 envelopes, 50 ft., in 25 drawers of steel transfer cases. R. 400. (6383)

116. APPLICATIONS FOR CERTIFICATES AS LIFEBOAT MEN, July 1, 1915 to date. Record of all applications from able seamen for official certificates as men qualified to handle lifeboats in time of emergency. (Frequently, official.) 9 x 12 loose sheets, 2 ft., in drawer of steel filing case. R. 400. (6380)

117. CASUALTY reports and violations of law, July 1, 1915 to date. Forms 924-A and 924-B, card copies of reports compiled for bureau at Washington, D.C., filed as permanent record. (Frequently, official.) 3 x 5 cards, 5 ft., in 2 drawers of steel card cabinet. R. 401. (6417)

118. INDEX CARDS OF ABLE SEAMEN, July 1, 1915 to date. Card index referring to files containing complete information concerning the issuance of able seamen papers. (Frequently, official.) 3 x 5 cards, 8 ft., in 6 drawers of wooden card cabinet. R. 400. (6398)
119. LIFEBOAT CERTIFICATES, July 1, 1915 to date. Form 975, complete card record of certificates of efficiency issued to able seamen, showing them to be qualified to handle lifeboats in emergencies. (Frequently, official.) 3 x 5 cards, 1 ft. 6 in., in drawer of wooden card cabinet. R. 400. (6402)

120. PASSENGER ALLOWANCE, July 1, 1915 to date. Forms 911 and 912, records of maximum number of passengers allowed on passenger vessels, and any changes which may have been made in the same after inspection. (Frequently, official.) 9 x 12 envelopes, 1 ft. 6 in., in drawer of wooden filing case. R. 401. (6389)

121. SEAMEN'S CERTIFICATES ISSUED, July 1, 1915 to date. Form 981, duplicates of cards sent to bureau at Washington, D.C., containing all essential data concerning seamen's certificates issued. (Frequently, official.) 3 x 5 cards, 8 ft., in 6 drawers of wooden card cabinet. R. 400. (6421)

122. SUBJECT FILE, July 1, 1915 to date. Index cards furnishing quick reference to all files in this office, which are indexed by name of individual or corporations and name of vessel, title of subject, and file number. (Daily, official.) 3 x 5 cards, 8 ft., in 2 drawers of steel card cabinet. R. 401. (6403)

123. STEEL INSPECTION, July 1, 1917 to date. Form 934-B-1, reports on tensile tests of samples of steel intended to be used in the construction of boilers for steamers. (Frequently, official.) 3 x 5 cards, 6 ft., in 6 drawers of wooden card cabinet. R. 400. (6422)

124. BLUEPRINTS OF VESSELS, 1919. Copies of plans of vessels which were in the process of being built by private companies, under the supervision of the Department of Commerce. Indexed in manuscript volume in R. 210. (Rarely, official.) 9 x 12 folders, loose-leaf books and loose blueprints, 1 ft., in wooden case No. 33. Dirty, scattered. SW. cor. of basement. (35)

125. ANNUAL INSPECTIONS, July 1, 1919 - June 30, 1935. Copies of inspectors' reports and copies of correspondence with miscellaneous essential data pertaining thereto, concerning regular annual inspections made by all suboffices of 6th District. (Frequently, official.) 3 x 5 cards, 16 ft., in 4 drawers of steel filing case. R. 401. (6413)

126. VESSEL INDEX, July 1, 1919 to date. Card index of all vessels, cargo and passenger, and of correspondence pertaining to these vessels by title of subject. (Daily, official.) 3 x 5 cards, 8 ft., in 2 drawers of steel card cabinet. R. 401. (6404)
127. **ANNUAL REPORTS AND STATEMENTS**, July 1, 1920 to date. Copies of annual reports made to bureau at Washington, D.C., covering statements on vessels inspected, boilers and hulls of government vessels inspected, annual reports of casualties, casualties and violations, annual tabular statements and various other reports; also statements of officers licensed, etc. (Frequently, official.) 9 x 12 envelopes, 4 ft., in 2 drawers of wooden filing case. R. 401. (6390)

128. **FORMS KIMBROGRAPHED IN CLEVELAND OFFICE**, July 1, 1920 to date. Miscellaneous instructions issued by Cleveland office to inspectors concerning their daily activities and routine duties, inspections of vessels; also forms used for applications, issuing and renewals of licenses to officers, miscellaneous instructions, etc. (Daily, official.) 9 x 12 folders and envelopes, 4 ft., in 2 drawers of wooden filing case. R. 400. (6392)

129. **REPORTS OF CIRCULAR LETTERS RECEIVED**, July 1, 1923 to date. Form 940, card record containing copies of reports acknowledging receipt of and covering all forms of circular letters pertaining to operation of this division, sent out by bureau at Washington, D.C. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 400. (6415)

130. **LICENSES ISSUED**, July 1, 1925 to date. Records of all licenses issued through this district office to captains, mates, chief and assistant engineers, and other officers. (Frequently, official.) 3 x 5 cards, 16 ft., in 4 drawers of card cabinet. R. 401. (6410)

131. **BLUEPRINTS OF VESSELS**, April 1929. (Never.) 10 x 16 envelopes, 4 in., in wooden case No. 131. SW. cor. of basement. (214)

132. **INTERNATIONAL CONFERENCE FOR SAFETY OF LIFE AT SEA**, Apr. - May 1929. Committee reports and various data collected by the supervising inspector of the 6th District, Cleveland, who attended the conference in London, Eng., in Apr. and May 1929 and who filed all essential information collected, which might be of future benefit to this office. (Frequently, official.) 9 x 12 and 10 x 14 folders, 4 ft., in 2 drawers of wooden filing case. R. 401. (6395)

133. **SPECIAL INSPECTIONS OF CARGO AND PASSENGER VESSELS**, July 1, 1930 to date. Form 930-A, special inspections, aside from regular annual inspections, from which reports are made to bureau at Washington, D.C. Copies retained in this office as permanent record. (Frequently, official.) 3 x 5 cards, 3 ft., in drawer of steel card cabinet. R. 401. (6407)

134. **DAILY RECORD OF TRANSACTIONS**, July 1, 1931 to date. Form 919, copies of reports sent to bureau at Washington, D.C., each day, covering daily routine activities of each inspector and members of Cleveland district personnel, office and departmental routine, etc. (Frequently, official.) 3 x 5 cards, 1 ft. 4 in., in drawer of wooden card cabinet. R. 400. (6377)
135. MONTHLY REPORTS OF LICENSES ISSUED, July 1, 1935 - June 30, 1936. Form 900, card record of licenses issued through this district office, during current fiscal year, to masters, mates, chief engineers, assistant engineers, other licensed officers, etc. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 400. (6411)

136. ANNUAL INSPECTIONS, July 1935 to date. Copies of inspectors' reports and correspondence pertaining to regular annual inspections of vessels, cargo and passenger, and various data incidental thereto. Current file of regular inspections being made daily by all suboffices of 6th District. (Frequently, official.) 3 x 5 cards, 4 in., in drawer of steel filing case. R. 401. (6408)

137. APPROVED WELDERS, July 1, 1935 to date. Complete file of welders approved by bureau at Washington, D.C., as being qualified to weld boilers on lake vessels. Each file contains all essential data concerning welder approved. (Frequently, official.) 9 x 12 envelopes, 6 in., in drawer of steel filing case. R. 400. (6387)

138. APPROVED WELDERS, July 31, 1935 to date. Welders approved by bureau and by board of inspectors to weld boilers on lake vessels. (Frequently, official.) 3 x 5 cards, 4 ft., in drawer of wooden card cabinet. R. 400. (6414)

139. CARD RECORD OF LICENSES ISSUED, July 1, 1935 to date. Form 927, copies of card records sent to bureau at Washington, D.C., containing all essential data pertaining to licenses issued in this district to all licensed officers; one series for forward end and one series for after end. (Frequently, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden card cabinet. R. 400. (6420)

140. COMPLETE VESSEL REPORTS (PARTIAL), July 1, 1935 to date. Copies of inspectors' reports covering partial inspections only, which are held awaiting the reports of inspectors covering complete regular annual inspections of vessels, both cargo and passenger. (Frequently, official.) 9 x 12 envelopes, 2 ft., in drawer of wooden filing case. R. 400. (6391)

141. CURRENT CASUALTIES, July 1, 1935 to date. Reports on casualties and violations of navigation laws, being records of official reports covering all casualties, such as collision, damages, neglect, or violations of the laws of navigation, etc. (Frequently, official.) 3 x 5 cards, 4 ft., in drawer of steel filing case. R. 401. (6416)

142. INSPECTION MADE DURING CURRENT YEAR, July 1, 1935 to date. Forms 929, 930-A, 930-B, 932, inspections of vessels made in this district during current fiscal year. Indexed in cross card file under name of vessel inspected and the name of the inspector. (Frequently, official.) 3 x 5 cards, 1 ft., in drawer of wooden card cabinet. R. 400. (6406)

TOLEDO

INSPECTION SERVICE
LOCAL INSPECTORS OF HULLS AND BOILERS
Courthouse and Custom House, Spielbusch Ave., and Beech St.

The office was established at Toledo on July 1, 1900. Until 1913, it operated under the Steamboat Inspection Service; from the latter date until 1932, it was under the Bureau of Steamboat Inspection; and, since then, it has been a part of the field organization of the recently created Bureau of Marine Inspection and Navigation. Until 1932, it was located in the Old Courthouse and Customs House at Madison Ave., and St. Clair St. It has since been situated in the building which it now occupies. Its duties involve the administration of navigation and steamboat inspection laws, the testing of steamboat boilers, the inspection of hulls and the issuance of licenses to the steamboat personnel of boats making Toledo their home port. Careful records of these activities have been kept, but all of those originating prior to 1911 (except the tensile test, hull and boiler records), have been destroyed, upon authority from the Supervising Inspector of Inspection District No. 6, at Cleveland, to which it is administratively responsible. Those which have originated since that time, are arranged hereafter in chronological order. Records are filed according to the Bureau of Navigation alphabetical filing system.


145. HULL AND BOILER BOOKS, 1900 – Apr. 17, 1936. Form 840, reports of inspection of hull and boiler, equipment, life boats, etc. Filed alphabetically by boat names. (Daily, official.) 4 x 6½ vols., 83 ft., in 25 drawers of wooden filing cases. R. 307-D. (126)

146. DESK BLOTTERS OF ASSIGNMENTS (V), Jan. 1, 1900 to date. Duplicate records on vessels and inspector, number and gross tonnage. Filed numerically. (Daily, official.) 9 x 14 vols. (2), 2 in., in steel book case. R. 307-D. (123)
147. **REGISTER OF LETTERS RECEIVED, July 19, 1904 - Aug. 4, 1910.**
Register of letters and papers received prior to installing filing system. Filed numerically. (Occasionally, official.) 8 x 14 vols., 3 in., on 3 shelves of wooden book case. R. 307-A. (151)

148. **TENSILE TEST, 1902 to date. New Form 934, (Old Form 2172 1/2)**
inspectors' reports on tensile test of steel to be used in manufacturing boilers and affidavits of the manufacturer of boilers, stamped by assistant inspectors on plates. Filed numerically. 3 x 5 card index, 1 ft. (Occasionally, official.) 5 x 12 and 8 x 13 1/2 envelopes, 1 ft., in drawer of wooden filing case. R. 307-D. (139)

149. **DEATHS, 1911 to date.** Record of licenses issued to ship officers, since deceased. Filed alphabetically. (Daily, official.) 3 x 5 cards, 6 in., in drawer of steel filing case. R. 307-D. (136)

150. **MANUFACTURER'S LIST, 1911 to date. Form 2122 1/2, list of manufacturers of valves, fittings, boiler tubes, steam and water pipes, etc., who have been approved by government. Filed alphabetically.**
(Daily, official.) 3 x 5 cards, 10 in., in drawer of steel filing case. R. 307-D. (127)

151. **ANNUAL PROPERTY REPORT, 1911 to date. Form 913 O.P., annual reports and record of equipment of local offices to Supervising Inspector, Cleveland, Ohio. 3 x 5 card index, 6 in.; (Rarely, official.) 15 x 17 envelopes, 6 in., in drawer of steel filing case. R. 307-D. (123)

152. **BLUEPRINTS, 1911 to date. Prints showing requirements of boilers necessary to pass government inspection, working pressure of 185 lbs. per square inch.** (Daily, official.) 60 x 60 loose sheets, 3/16 in., in drawer of wooden case. R. 307-A. (120)

153. **CHANGE OF NAME OF VESSEL, 1911 to date.** Record of change of name of vessels and tonnage. Filed alphabetically by new name of vessel. (Daily, official.) 3 x 5 cards, 1 ft. 8 in., in 2 drawers of wooden filing case. R. 307-D. (122)

154. **FUSIBLE PLUGS INSERTED (V), 1911 to date.** Record of fusible plugs inserted, name of manufacturer, name of steamer and date of insertion in boiler. Filed numerically. (Occasionally, official.) 3 x 5 cards, 2 ft., in 2 drawers of wooden filing case. R. 307-D. (228)

155. **GENERAL CORRESPONDENCE, Jan. 1, 1911 to date.** Reports and correspondence, pertaining to investigations, accidents, complaints, vessels undermanned, violation of law on license, vessels, able seamen, lifeboat men, tensile tests. Filed numerically. 3 x 5 card index, 7 ft. (Daily, official.) 9 x 11 1/2 envelopes, 18 ft., in 4 drawers of wooden filing cases and in drawer of steel filing case. R. 307-D. (125)
156. INDEX TO LICENSE (L) SEMI-ACTIVE, Mar. 1911 - Mar. 4, 1935. Index relative to licensing of ship officers. Form L-1 - L-9200. (Occasionally, official.) 3 x 5 cards, 9 in., in 7 drawers of wooden filing case. R. 307-D. (230)

157. LICENSE (L) SEMI-ACTIVE, Mar. 1911 - Mar. 4, 1935. License and correspondence relative to licensing of ship officers. Filed numerically from L-1 - L-9200. 3 x 5 card index, 9 in. (Occasionally, official.) 9 x 11 folders, 32 ft., in transfer cases. R. 307-D. (231)

158. LICENSE REGISTER (L), 1911 to date. Duplicate list of license numbers, names of vessels and dates licenses were issued; used by local inspectors as a quick reference file. Filed numerically. (Daily, official.) 10 x 20 vol., 2 in., in steel book case. R. 307-D. (147)

159. LIFEBOAT MEN (B), 1911 to date. Forms 975, 976 and 977, applications for certificate of efficiency as lifeboat men, and correspondence on lost, stolen, destroyed, revoked, or cancelled certificates. Filed numerically. 3 x 5 card index, 8 in. (Daily, official.) 9 x 11½ envelopes, 2 in., in drawer of wooden filing case. R. 307-D. (138)

160. MAILING LIST, 1911 to date. Name and address of ship handlers, supply houses and manufacturers. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 8 in., in drawer of wooden filing case. R. 307-D. (149)

161. MAPS, 1911 to date. Annotated and specially marked by inspectors, to show ship routes on the Great Lakes, giving channels, soundings, buoys, lighthouses, and other details of interest to mariners. (Daily, official.) 48 x 60 loose sheets, 6 in., in 8 drawers of wooden case. R. 307-A. (148)

162. PERSONNEL LIST, 1911 to date. Names and addresses of local personnel. Original sent to U.S. Supervising Inspector, Cleveland, Ohio. Filed alphabetically. (Occasionally, official.) 3 x 5 cards, 1 in., in drawer of steel filing case. R. 307-D. (130)

163. REFERENCE FILE, 1911 to date. Classified file giving a brief history of occurrences. Filed alphabetically under subtitles and used as a quick file by local inspectors. See addenda. (Daily, official.) 3 x 5 cards, 2 ft. 6 in., in 2 drawers of steel filing case. R. 307-D. (150)

164. VESSELS (V) INACTIVE, Mar. 1911 - Sept. 1928. Copies of reports and correspondence relative to inspection of vessels. Filed numerically. 3 x 5 card index, 9 ft. (Occasionally, official.) 9 x 11 folders, 6 ft., in transfer cases. R. 307-A. (145)
165. VESSEL INSPECTION INDEX (V), 1911 to date. Form 929-30A, record of annual inspections, examination of vessels lost, burned, wrecked, founndered, scrapped and sold to foreign countries. Filed alphabetically. (Daily, official.) 3 x 5 cards, 9 ft., in drawers of steel filing case. R. 307-D. (153)

166. RECORD OF ABSENCE (OLD), July 1912 - Dec. 1915. Form 921, monthly report of absences of office personnel. Filed by year and alphabetically. (Rarely, official.) 3 x 5 cards, 1 in., in drawer of steel filing case. R. 307. (142)

167. MONTHLY REPORT OF VISUAL EXAMINATIONS, Feb. 1, 1912 to date. Form 926, monthly report of examinations of ships officers for color blindness and other visual defects. Filed alphabetically. (Daily, official.) 3 x 5 cards, 4 in., in steel filing case. R. 307-D. (129)

168. REPORTS OF CIRCULAR LETTERS, May 1912 to date. Form 940, copy of acknowledgment of circular letters and publications, etc., received from Department of Commerce. Filed numerically. (Daily, official.) 5 x 5 cards, 9 in., in steel filing case. R. 307-D. (131)

169. BOILER INSPECTION, Apr. 16, 1913 - 1935. Record of inspection of boilers with record of defects and necessary repairs to be made. Filed by months. (Occasionally, official.) 8 x 14 vols., 1 in., in wooden bookcase. R. 307-A. (121)

170. ABLE SEAMEN (S) ACTIVE, Nov. 15, 1915 to date. Information and correspondence relative to able seamen, covering certificate of service, application of certificate, record of certificate, record of change in grade, record of certificates revoked and physical examinations. 3 x 5 card index, 5 ft. (Daily, official.) 9 x 11½ envelopes, 5 ft. 6 in., in drawer of wooden filing case and in 18 transfer cases. R. 307-D. (133)

171. TRANSPORTATION REQUESTS, Nov. 9, 1917 to date. Record of transportation requests of local personnel, used for travel on official duty. (Occasionally, official.) 3 x 5 cards, 1 in., in drawer of filing case. R. 307-D. (132)


173. MONTHLY REPORT OF LICENSES (L), Apr. 1924 to date. Form 900, statement of officers licensed and certified as able seamen and lifeboat men. (Frequently, official.) 3 x 5 cards, 4 in., in drawer of steel filing case. R. 307-D. (128)

175. VESSELS (V) SEMI-ACTIVE, Sept. 14, 1928 - Apr. 27, 1931. Reports, correspondence, etc., relative to, and copies of, certificates of inspection of vessels. Filed numerically. 3 x 5 card index, 9 ft. (Occasionally, official.) 9 x 11 folders, 6 ft., in 25 transfer cases. R. 307-D. (146)

176. VESSELS (V) ACTIVE, Apr. 27, 1931 to date. Reports, correspondence, etc., relative to, and copies of, certificates of inspection of vessels. Filed numerically. 3 x 5 card index, 9 ft. (Daily, official.) 9 x 11 folders, 9 ft., in filing cases. R. 307-D. (144)

177. LICENSES (L) ACTIVE, Mar. 4, 1935 to date. License and correspondence, relative to licensing of ship officers. Filed numerically. 3 x 5 card index, 9 ft. (Daily, official.) 9 x 11 folders, 2 ft., in drawer of wooden filing case. R. 307-D. (137)