

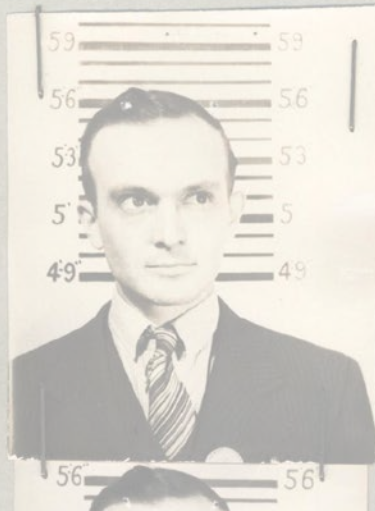


**F308**

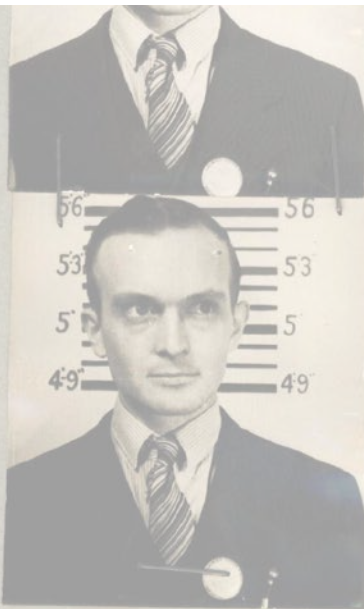
**Feds in the Family Tree:  
Records of Civil Servants, the CCC,  
and the WPA**



**ASHLEY MATTINGLY, ARCHIVIST**



# Civilian Personnel Records



COOPER, Jordan C.  
556 West Taylor, Kokomo, Indiana  
Title - Assoc., Inspector  
Grade - SP-6  
Kit No. -  
Plant - Delco Radio Division, Kokomo, Indiana  
Age - 28  
Height - 5' 6½"  
Weight - 135  
Color Hair - Brown  
Color Eyes - Brown

*Farnsworth, Marion,  
Ind*

*by*

# Civilian Personnel Records

- 🍃 **Archival records date from the mid-nineteenth century through 1951**
  - In the physical and legal custody of NARA
  - Information is available to the public for a fee
  - Certain information is restricted under terms of the Freedom of Information Act (5 U.S.C. 552 (b) (6))
- 🍃 **Non-archival records date 1952 to the present**
  - Maintains *physical* custody of records, which are in still under the *legal* custody of the creating agency
  - Information from these records is available to the public under conditions specified by the creating agency and according to the Freedom of Information Act
  - Information is protected by the Privacy Act of 1974 (P.L. 93-579)



Included in the civilian personnel record holdings are employees who worked for the following agencies...

## Umbrella Agencies

Department of Justice

Department of the Treasury

Department of the Interior

Department of Commerce

Department of Agriculture

Department of State

Department of Labor

War Department

U.S. Maritime Service

Civil Service Commission

Department of the Navy

Panama Canal Company

Post Office Department

Veterans Administration

Federal Security Agency

General Services

Administration

Tennessee Valley Authority

Independent Agencies

Library of Congress

## Sub - Agencies

- Alaska Railroad, 1903-1951
- Office of Censorship, 1939-1945
- Civilian Conservation Corps, 1933-1943
- Office of Comptroller of the Currency, 1907-1951
- US Customs, 1891-1947
- Office of Defense Transportation, 1941-1949
- Office of Emergency Management, 1941-1944
- Federal Bureau of Prisons, 1919-1947
- Office of Price Administration, 1940-1947
- Reconstruction Finance Corporation, 1932-1947
- War Production Board, 1942-1947
- War Relocation Authority, 1942-1946
- US Housing Corporation, 1918-1933
- US Food Administration, 1917-1919
- US Sugar Equalization Board, 1947
- National Mediation Board, 1920-1926
- US Railroad Administration, 1918-1937
- Fish and Wildlife Service, 1868-1947
- Coast and Geodetic Survey, 1903-1944
- Weather Bureau, 1941-1947
- Bureau of Census, 1900-1947
- Bureau of Accounts, 1936-1947
- Public Buildings and Parks of the National Capital, 1908-1933
- Office of Government Reports, 1935-1948
- Social Security Administration, 1947
- Bureau of Land Management, 1935-1947
- Bureau of Public Debt, 1917-1947
- Bureau of Plant Industry, Soils, and Agriculture, 1908-1946
- US Geological Survey, 1879-1947
- Bureau of Mines, 1910-1947
- Bureau of Indian Affairs, 1850-1947
- National Park Service, 1921-1947
- Bureau of Agricultural Economics, 1912-1951
- Immigration and Naturalization Service, 1898-1947
- Food and Drug Administration, 1906-1947
- Public Health Service, 1915-1949
- Inland Waterways Corporation, 1926-1936
- Farmers Home Administration, 1932-1951
- Bureau of the Mint, 1893-1947
- Office of Territories, 1907-1951
- Soil Conservation Service, 1900-1947
- Bureau of Reclamation, 1902-1947
- Public Buildings Service, 1900-1950
- Agricultural Marketing Service, 1935-1947
- Federal Power Commission, 1929-1947
- Selective Service System, 1861-1951
- Bureau of Dairy Industry, 1945
- War Finance Corporation, 1918-1926
- Maritime Labor Board, 1938-1942
- Foreign Economic Administration, 1940-1945
- Office of Civil Defense, 1941-1945
- Natural Resource Planning Board, 1864-1938
- Public Housing Administration, 1867-1947
- Civil Aeronautics Board, 1943-1947
- Board of Investigation Research – Transportation, 1941-1944
- Federal Public Housing Authority, 1938-1941
- Federal Housing Authority, 1947
- Office of War Information, 1933-1945
- Prison Industries Reorganization Administration, 1935-1940
- Committee for Congested Production Areas, 1943-1945
- Advisory Committee on Education, 1937-1939
- US New York World's Fair, 1937-1941
- Commission on Organization of the Executive Branch of Government (Hoover Commission), 1947-1949
- Rural Electrification Administration, 1936-1947
- Office of Scientific Research and Development, 1941-1947
- Committee of Fair Employment Practice, 1941-1946
- Federal Aviation Administration, 1934-1951
- Smaller War Plants Corporation, 1942-1945
- Office of War Mobilization and Reconversion, 1942-1947
- Price Decontrol Board, 1946-1948
- Office of Housing Expeditor, 1947
- Petroleum Administration for War, 1941-1946
- Federal Crop Insurance Corporation, 1938-1947
- War Assets Administration, 1946-1947
- Bonneville Power Administration, 1937-1947
- Agricultural Research Service, 1900-1947
- Bureau of Engraving and Printing, 1863-1951
- Office of Community War Services, 1941-1945
- National Bureau of Standards, 1941-1947
- National Recovery Administration, 1933-1936
- National Youth Administration, 1937-1941
- United States Shipping Board, 1917-1936
- Works Progress Administration, 1933-1943

## Sub - Agencies

- US Soldiers' Home, 1917-1951
- US Coast Guard, 1864-1951
- Administrative Offices of the US Courts, 1939-1951
- American Battle Monuments Commission, 1925-1951
- Bureau of American Ethnology, 1882-1951
- Astrophysical Observatory, 1882-1951
- Atomic Energy Commission, 1947-1951
- Bureau of the Budget, 1921-1951
- Canal Zone Biological Area, 1940-1951
- Central Bureau of Planning and Statistics, 1918-1919
- Central Statistical Board, 1933-1940
- Civil Aeronautics Authority, 1938-1940
- Civil Aeronautics Board, 1940-1951
- Civil Service Commission, 1883-1951
- Colonial Mica Corporation, 1942-1947
- US Commercial Company, 1942-1948
- Commission of Fine Arts, 1925-1951
- Commission on Renovation of the Executive Mansion, 1949-1951
- US Conciliation Service, 1941-1947
- Copper Recovery Corporation, 1942-1943
- Defense Communications Board, 1940-1945
- Defense Home Corporation, 1940-1948
- Division of Defense Housing Coordination, 1940-1942
- Office of Defense Mobilization, 1950-1951
- Defense Plant Corporation, 1940-1945
- Defense Production Administration, 1951
- Defense Supplies Corporation, 1940-1945
- Defense Transportation Administration, 1950-1951
- Disaster Loan Corporation, 1937-1945
- Displaced Persons Commission, 1948-1951
- District of Columbia Juvenile Court, 1938-1951
- District of Columbia Redevelopment Land Agency, 1946-1951
- Council of Economic Advisors, 1946-1951
- Economic Cooperation Administration, 1948-1951
- Economic Stabilization Agency, 1950-1951
- Bureau of Efficiency, 1916-1933
- Electric Home and Farm Authority, 1934-1942
- Executive Office of the President, 1939-1951
- Export-Import Bank of Washington, 1934-1951
- Federal Aviation Commission, 1934-1935
- Federal Civil Defense Administration, 1950-1951
- Federal Communication Commission, 1934-1951
- Federal Coordinator of Transportation, 1933-1936
- Federal Deposit Insurance Corporation, 1933-1951
- Federal Home Loan Bank Administration, 1942-1947
- Federal Home Loan Bank Board, 1932-1942
- Federal Housing Administration, 1934-1951
- Federal Mediation and Conciliation Service, 1947-1951
- Federal National Mortgage Association, 1938-1951
- Federal Power Commission, 1920-1951
- Federal Public Housing Authority, 1942-1947
- Federal Radio Commission, 1927-1934
- Federal Savings and Loan Insurance Corporation, 1934-1951
- Federal Trade Commission, 1914-1951
- Freer Gallery of Art, 1937-1951
- General Accounting Office, 1921-1951
- Government Printing Office, 1861-1951
- Home Loan Bank Board, 1947-1951
- Home Owners Loan Corporation, 1933-1951
- Housing Division (FEAFW), 1933-1937
- Office of Housing Expeditor, 1946-1951
- Housing and Home Finance Agency, 1947-1951
- Indian Claims Commission, 1947-1951
- International Exchange Service, 1882-1951
- Interstate Commerce Commission, 1898-1951
- Juvenile Court of the District of Columbia, 1906-1951
- Liaison Office for Personnel Management, 1939-1951
- Metals Reserve Company, 1940-1945
- US Motor Carrier Claims Commission, 1948-1951
- Mutual Security Agency, 1951
- National Advisory Committee for Aeronautics, 1916-1951
- National Air Museum, 1946-1951
- National Capital Housing Authority, 1934-1951
- National Capital Sesquicentennial Commission, 1947-1951
- National Collection of Fine Arts, 1936-1951
- National Gallery of Art, 1937-1951
- National Labor Board, 1933-1934
- National Labor Relations Board, 1934-1951
- National Mediation Board, 1934-1951
- National Science Foundation, 1951
- National Securities Resources Board, 1947-1951
- National Security Training Commission, 1951
- National Zoological Park, 1882-1951
- Personnel Classification Board, 1923-1932
- Philippine War Damage Commission, 1946-1951
- President's Commission on Economy and Efficiency, 1910-1913
- President's Materials Policy Commission, 1951
- Office of Price Stabilization, 1951
- Public Housing Administration, 1947-1951
- Railroad and Airline Wage Board, 1951
- Railroad Retirement Board, 1934-1951
- Reconstruction Finance Corporation, 1932-1951
- Reconstruction Finance Corporation Mortgage Company, 1935-1947
- Renegotiation Board, 1951
- Office of Rent Stabilization, 1951
- Rubber Development Corporation, 1943-1947
- Rubber Reserve Company, 1940-1945
- Salary Stabilization Board, 1951
- Securities and Exchange Commission, 1934-1951
- Selective Service System, 1940-1951
- Small Defense Plants Administration, 1951
- Smithsonian Institution, 1882-1951
- Special Advisor to the President on Foreign Trade, 1934-1935
- Steel Recovery Corporation, 1942-1943
- Subversive Activities Control Board, 1950-1951
- Tariff Board, 1909-1912
- Tax Court of the United States, 1942-1951
- US Housing Authority, 1934-1942
- US National Museum, 1846-1951
- US Tariff Commission, 1916-1951
- Wage Stabilization Board, 1950-1951
- War Assets Corporation, 1946
- War Claims Commission, 1949-1951
- Board of War Communications, 1940-1947
- War Damage Corporation, 1942-1947
- War Materials, Inc., 1942-1943

# Civilian Personnel Records

*Record types include:*



🍃 Official Personnel Folders (OPFs)

🍃 Service Record Cards (SRCs)



# Official Personnel Folders (OPFs)

OPFs may contain the following documents:

- Applications
- Oaths of Office
- Correspondence
  - Appraisals
- Leave and Pay Information
- Letters of Recommendation/Protest
  - Changes in Work Status
  - Photographs
- Rarely: Vital Records



# Service Record Cards (SRCs)

SRCs serve as a summary of an individual's employment with a specific agency

SERVICE RECORD CARD. District Maryland.

Name as it appears on oath—*pay roll*—surname first.  
Love, Benedict B.

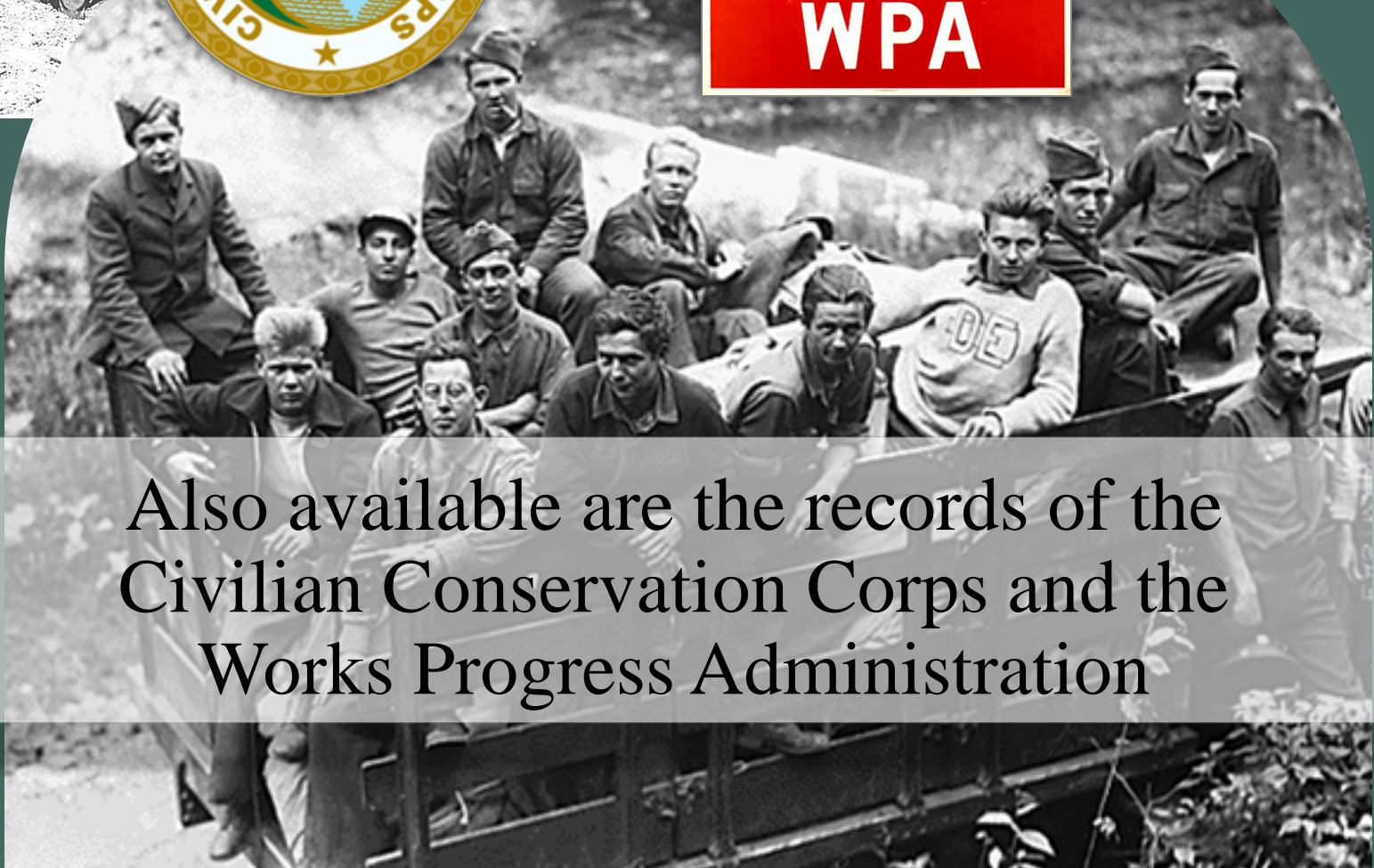
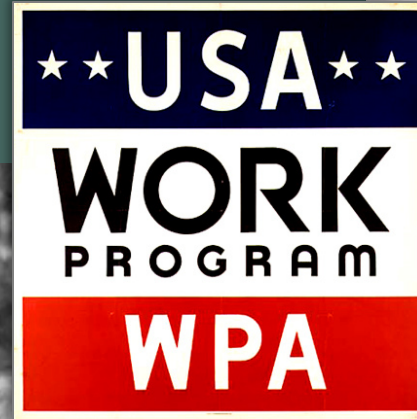
PRESENT LEGAL (VOTING) RESIDENCE  
 City or town Morganza State Md. County St. Mary's Cong. Dist. 5th

Place of birth Maryland Date of birth Nov. 9, 1874. Manner of appointment No civil service status

STATUS

Date	Auth. No.	Position	Salary	Exp. Allow.	Roll	Post of Duty	Remarks
1-24-22	10458	Zone Deputy	\$1500			<i>Income</i> Washington, D.C.	Vice-W.H. Price resigned.
6-1-22	15510	" "	1600		W.R.	" "	Promoted.
7-1-22	15780				I.R.		Change all. No.
7-1-23	19099				"		" " "
7-1-24	22485	" "	1860		"	" "	GRADE 1V, Reclass
7-1-25	25436				"		Change all. No.
2-16-26	27967	" "	1920	G V	"	" "	Promotion.
1-1-28	33241	" "	2000	G 5	"	" "	Promotion.
7-1-28	34332	" "	2200	G 5	"	" "	Promoted Act 5/28/28
3-1-29	35088	" "	2300	G 5	"	" "	Promoted.
8-16-30	37502	" "	2400	"	"	" "	"
8-31-33	39667	" "					<i>Separated</i>

2-5868



Also available are the records of the  
Civilian Conservation Corps and the  
Works Progress Administration

# WPA Forms

## INDIVIDUAL RECORD CIVILIAN CONSERVATION CORPS

### I. GENERAL INFORMATION

Serial No. CC 1627 Junior Town, of Hawaii (State) (Class) (Title)

1. Name Furuya, George Mokom 2. Address P.O. Box 235, Hilo, Hawaii

3. Date of birth August 2, 1925 4. Birthplace Panilo, Hawaii

5. Nearest relative Enkaro Furuya, P.O. box 235, Hilo, Hawaii Territory of Hawaii Father (Name) (Address) (Relationship)

6. Citizenship:  Native born;  Naturalized 7. Color Japanese

8. Military or naval service None

9. Education (circle highest grade completed): Grammar school, 1 2 3 4 5 6 7 8; high school, ( ) 2 3 4; college, 1 2 3 4; other education \_\_\_\_\_

10. Occupational qualifications:

Occupation	Length of experience
<u>Onawa Sugar Co. Laborer, Agriculture</u>	<u>2 Months</u>
<u>Hilo Sugar Co. " " "</u>	<u>2 Months</u>

11. Were you previously a member of the Civilian Conservation Corps? No If so, furnish the following information:

Company	Location	Enrolled	Discharged	Character of discharge

### II. OATH OF ENROLLMENT

I, George Mokom Furuya (First name) (Middle name) (Last name), do solemnly swear (or affirm) that the information given above as to my status is correct. I agree to remain in the Civilian Conservation Corps for a period of 6 months from March 9, 1942, to September 8, 1942, unless sooner released by proper authority, and that I will obey those in authority and observe all the rules and regulations thereof to the best of my ability and will accept such allowances as may be provided pursuant to law and regulations promulgated pursuant thereto. I understand and agree that any injury received or disease contracted by me while a member of the Civilian Conservation Corps cannot be made the basis of any claim against the Government, except such as I may be entitled to under the act of February 15, 1934 (48 Stat. 351; U. S. C. 5: 796), and that I shall not be entitled to any allowances upon release from camp, except transportation in kind to the place at which I was accepted for enrollment. I understand further that any articles issued to me by the United States Government for use while a member of the Civilian Conservation Corps are, and remain, property of the United States Government and that willful destruction, loss, sale, or disposal of such property renders me financially responsible for the cost thereof and liable to trial in the civil courts. I understand further that any infraction of the rules or regulations of the Civilian Conservation Corps renders me liable to expulsion therefrom. So help me God.

Place Hawaii National Park, Hawaii Signature George Mokom Furuya (First name) (Middle initial) (Last name)

\* Sworn to and subscribed before me this 9th day of March, nineteen hundred and forty-two.

Herbert R. Rennie (Signature) Herbert R. Rennie (Name typed) Camp Director, CCC-HNP (Grade and organization), Enrolling Officer.

1 Print or type. \* Strike out words not applicable. \* Oath may be taken before any officer. 3-10604

C. C. Form No. 1  
January 1, 1939

WPA Form 402  
Revised 2-15-38

NOTICE TO REPORT FOR WORK ON PROJECT

Teton

Name Blain, Clarence E. Identification No. 5920-225 5

Address Jackson Case No. 278 Date Mar. 8, 1939

Wyv. Sex M Race W Certified  Noncertified

Transfer—Yes  No  From Project No. 701-2-200 to Project No. 701-2-200

Additional information (2-28-39) WPA Form 604

You are asked to report ready for work at 8:00  A. M.  P. M. on Thurs., Mar. 9, 1939 (Day of week and date)

at Biological Survey (Place to report) with \_\_\_\_\_ (Religion) (Project number)

as Laborer (Title of occupation) or \_\_\_\_\_ (Project number)

Wage class Unskilled

Location of project Jackson, Wyo. (City or village, State; street number, building or other exact location) Office Manager

Signature of placement officer Earl W. Ladd

(Penalties are provided for illegal signature, transfer, or use of this form)

I HEREBY CERTIFY that I am the person named above as employee:

Employee's signature Clarence E. Blain

Date employee begins work March 9, 1939

Foreman's signature Alvin J. Nelson

U. S. GOVERNMENT PRINTING OFFICE 16-4100

WPA Form 403  
Revised 5-15-38

NOTICE OF TERMINATION OF EMPLOYMENT

Name Blain, Clarence E. Identification No. 5920-225

Address Jackson, Wyoming Case No. 278 Date 3/1/39

Sex M Race W Certified  Noncertified

Now working as Laborer (Title of occupation)

at Elk Refuge, Bureau of Biological Survey, Jackson, Wyoming (Location of project)

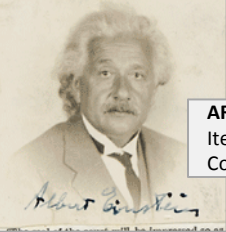
Effective 8:00  A. M.  P. M. on Wednesday, June 1, 1938, your (Day of week and date)

employment will be terminated from Project No. 501-2-118 for the following reason:  
Resigned to take up other employment.

Earl W. Ladd (Signature of person issuing order)

Approved by Alvin J. Nelson (Signature) Title Proj. Director

U. S. GOVERNMENT PRINTING OFFICE 16-4101



ARC Identifier 596270

Item from Record Group 21: Records of District Courts of the United States, 1685 - 2004

I, Albert Einstein., do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the over-

Albert Einstein  
Old Grove Rd.  
Nassau Point  
Peconic, Long Island

August 2nd, 1939

States by force or violence; that I am not a member that advocates the overthrow of the Government of the d that during such time as I am an employee of the cate nor become a member of any political party or hrow of the Government of the United States by force

F.D. Roosevelt,  
President of the United States,  
White House  
Washington, D.C.

Sir:

Some recent work by E. Fermi and L. Szilard, which has been communicated to me in manuscript, leads me to expect that the element uranium may be turned into a new energy in the immediate future. Certain aspects of this situation seem to call for watchfulness and, if necessary, quick action on the part of the Administration. I believe therefore that it is my duty to bring to your attention the following facts and recommendations:

This new phenomenon would also lead to the construction of bombs, and it is conceivable - though much less certain - that extremely powerful bombs of a new type may thus be constructed. A single bomb of this type, carried by boat and exploded in a port, might very well destroy

The development of bombs and underwater weapons can be facilitated by the theoretical investigation of explosions. The mathematical difficulties are very great and require the services of specialists in applied mathematics and physics. (Renewal of existing contract)

from the Czechoslovakian mines which she has taken over. That she should have taken such early action might perhaps be understood on the ground that the son of the German Under-Secretary of State, von Weizsäcker, is attached to the Kaiser-Wilhelm-Institut in Berlin where some of the American work on uranium is now being repeated.

Yours very truly,

*A. Einstein*  
(Albert Einstein)

*Albert Einstein*

(Signature of employee)

is 8th day of September, A. D. 1943,  
New Jersey

# Albert Einstein

Apparently von Neumann has got Einstein interested in several of the problems connected with shaped charges. Einstein attended an all-day conference that Bushard held about six weeks ago. Those interested in plastic strain, at the time there was considerable talk of all types of shock waves.

# How To Request Records

# What information is needed to locate a civilian personnel record?



- Full name of employee and any alternate names or spellings
- Date of birth
- Employing agency/agencies
- Dates of employment
- Location of employment
- Social security number (if known)



# What information is needed to locate a CCC or WPA personnel record?



- Full name used at the time of service
- Social Security Number (if known)
- Date of birth
- Place of birth
- Hometown (city and state) at time of employment
- Parents' name
- Spouse's name (for WPA employment)
- Dates of service (day, month and year)
- Location of employment
  
- Forms are available at:
  - Works Progress Administration: Form NA 14137  
<http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/wpa-holdings-access.html>
  - Civilian Conservation Corps: Form NA 14136  
<http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/ccc-holdings-access.html>

# How do I request copies of Civilian Personnel Records?

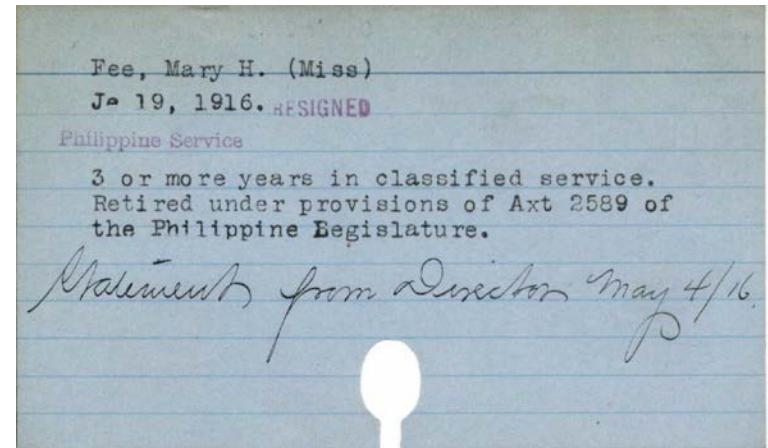
Individuals may access these records by:

- **Mailing a written request to:**

National Archives & Records  
Administration  
ATTN: Archival Programs  
P.O. Box 38757  
St. Louis, MO 63138

- **Faxing a request to:**  
314-801-9187

- **Emailing:** [stl.archives@nara.gov](mailto:stl.archives@nara.gov)



# Record Reproduction Fees

- **Official Personnel Folders (OPFs)**
  - \$70.00 for records over five pages
  - \$25.00 for records five pages or less
- **Service Record Cards (civilian)**
  - \$20.00 (minimum fee for record reproduction)
- **Civilian Conservation Corps (CCC) and Works Progress Administration (WPA) records**
  - \$70.00 for records over five pages
  - \$25.00 for records five pages or less

# Visit NARA at St. Louis' Archival Research Room

## **Location:**

1 Archives Drive  
St. Louis, MO 63138

## **Public Hours:**

Tuesday – Friday (7:30am - 3:45pm CT)

## **Contact Information:**

(314) 801-0850

[Stlarr.archives@nara.gov](mailto:Stlarr.archives@nara.gov)

(314) 801-0608 (Fax)



**Appointments are Required**

# Additional Contact Information

## Websites

The National Archives at St. Louis: <http://www.archives.gov/st-louis/archival-programs/index.html>

Civilian Personnel Records open to the public (prior to 1952):  
<http://www.archives.gov/st-louis/archival-programs/civilian-personnel-archival/#written-requests>

Civilian Personnel Records not yet open to the public (1952-present):  
<http://www.archives.gov/st-louis/civilian-personnel/index.html>

## Inquiries can be submitted to:

General archival inquiries: [stl.archives@nara.gov](mailto:stl.archives@nara.gov)

Research room inquiries: [stlarr.archives@nara.gov](mailto:stlarr.archives@nara.gov), phone line 314-801-0850

Facebook and Twitter inquiries: [stlfb.archives@nara.gov](mailto:stlfb.archives@nara.gov)