

# FEDERAL REGISTER

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## Title 7—AGRICULTURE

Chapter IX—Agricultural Marketing Service (Marketing Agreements and Orders), Department of Agriculture

SUBCHAPTER A—MARKETING ORDERS

PART 965—MILK IN CINCINNATI, OHIO, MARKETING AREA

### Order Amending Order

#### § 965.0 Findings and determinations.

The findings and determinations hereinafter set forth are supplementary and in addition to the findings and determinations previously made in connection with the issuance of the aforesaid order and of the previously issued amendments thereto; and all of said previous findings and determinations are hereby ratified and affirmed, except insofar as such findings and determinations may be in conflict with the findings and determinations set forth herein.

(a) *Findings upon the basis of the hearing record.* Pursuant to the provisions of the Agricultural Marketing Agreement Act of 1937, as amended (7 U.S.C. 601 et seq.), and the applicable rules of practice and procedure governing the formulation of marketing agreements and marketing orders (7 CFR Part 900), a public hearing was held upon certain proposed amendments to the tentative marketing agreement and to the order regulating the handling of milk in the Cincinnati, Ohio, marketing area. Upon the basis of the evidence introduced at such hearing and the record thereof, it is found that:

(1) The said order as hereby amended, and all of the terms and conditions thereof, will tend to effectuate the declared policy of the Act;

(2) The parity prices of milk, as determined pursuant to section 2 of the Act, are not reasonable in view of the price of feeds, available supplies of feeds, and other economic conditions which affect market supply and demand for milk in the said marketing area, and the minimum prices specified in the order as hereby amended are such prices as will reflect the aforesaid factors, insure

This issue is divided into two parts, bound together, Part II of which contains the Guide to Record Retention Requirements, Appendix A to Title 1, Code of Federal Regulations.

a sufficient quantity of pure and wholesome milk, and be in the public interest;

(3) The said order as hereby amended, regulates the handling of milk in the same manner as, and is applicable only to persons in the respective classes of industrial or commercial activity specified in, a marketing agreement upon which a hearing has been held;

(4) All milk and milk products handled by handlers, as defined in the order as hereby amended, are in the current of interstate commerce or directly burden, obstruct, or affect interstate commerce in milk or its products; and

(5) It is hereby found that the necessary expense of the market administrator for the maintenance and functioning of such agency will require the payment by each handler, as his pro rata share of such expense, two cents per hundredweight or such amount not to exceed two cents per hundredweight as the Secretary may prescribe, with respect to all producer milk received during the month.

(b) *Additional findings.* It is necessary in the public interest to make this order amending the order effective not later than May 1, 1959.

The provisions of the said order are known to handlers. The recommended decision of the Deputy Administrator of the Agricultural Marketing Service was issued February 27, 1959 and the decision of the Assistant Secretary containing all amendment provisions of this order, was issued April 10, 1959. The changes effected by this order will not require extensive preparation or substantial alteration in method of operation for handlers. In view of the foregoing, it is hereby found and determined that good cause exists for making this order

(Continued on next page)

## CONTENTS

	Page
<b>Agricultural Marketing Service</b>	
Rules and regulations:	
Milk; in Cincinnati, Ohio, marketing area	3363
Tomatoes; import restrictions; definitions	3365
<b>Agriculture Department</b>	
See Agricultural Marketing Service; Commodity Credit Corporation; Commodity Stabilization Service.	
<b>Commerce Department</b>	
Notices:	
Statements of change in financial interests:	
Carr, Harold J	3383
Postweiler, Norval W	3383
Wilson, George L	3382
<b>Commodity Credit Corporation</b>	
Rules and regulations:	
Grain sorghums; 1957 crop; extended reseal loan program; correction	3366
<b>Commodity Stabilization Service</b>	
Proposed rule making:	
Domestic beet sugar area	3377
Rules and regulations:	
Soil bank; conservation reserve program; miscellaneous amendments	3366
<b>Customs Bureau</b>	
Rules and regulations:	
Cartage and lighterage; marking of vehicles and lighters	3367
<b>Defense Department</b>	
Rules and regulations:	
Industrial personnel security review; miscellaneous amendments	3367
<b>Federal Aviation Agency</b>	
Rules and regulations:	
Standard instrument approach procedures; miscellaneous alterations	3367
<b>Federal Housing Administration</b>	
Rules and regulations:	
Insurance; multifamily, group housing and war rental housing; miscellaneous amendments	3373


**FEDERAL REGISTER**

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## CFR SUPPLEMENTS

(As of January 1, 1959)

The following supplements are now available:

**Title 7, Parts 900-959 (\$1.50)**

**Title 14, Parts 1-39 (\$0.55)**

**Titles 44-45 (\$0.60)**

Previously announced: Title 3, 1958 Supp. (\$0.35); Titles 4-5 (\$0.50); Title 7, Parts 1-50, Rev. Jan. 1, 1959 (\$4.00); Parts 51-52, Rev. Jan. 1, 1959 (\$6.25); Title 8 (\$0.35); Title 9, Rev. Jan. 1, 1959 (\$4.75); Titles 10-13, Rev. Jan. 1, 1959 (\$5.50); Titles 14, Parts 40-399 (\$0.55); Title 18 (\$0.25); Titles 22-23 (\$0.35); Title 24, Rev. Jan. 1, 1959 (\$4.25); Title 25 (\$0.35); Title 26, Parts 1-79 (\$0.20); Parts 80-169 (\$0.20); Parts 170-182 (\$0.20); Part 300 to end, Title 27 (\$0.30); Titles 28-29 (\$1.50); Title 32, Parts 700-799 (\$0.70); Part 1100 to end (\$0.35); Title 32A (\$0.40); Title 33 (\$1.50); Titles 35-37 (\$1.25); Title 38 (\$0.55); Title 39 (\$0.70); Titles 40-42 (\$0.35); Title 43 (\$1.00); Title 46, Parts 1-145 (\$1.00); Parts 146-149, 1958 Supp. 2 (\$1.50); Part 150 to end (\$0.50); Title 47, Part 30 to end (\$0.30); Title 49, Parts 1-70 (\$0.25); Part 71-90 (\$0.70); Parts 91-164 (\$0.40)

Order from Superintendent of Documents, Government Printing Office, Washington 25, D.C.

## RULES AND REGULATIONS

### CONTENTS—Continued

#### Federal Power Commission

Notices:

Hearings, etc.:	
Blue Ridge Gas Co.	3382
Chartiers Oil Co.	3380
Cox, Edwin L., et al.	3381
Portland General Electric Co.	3382
Superior Water, Light and Power Co.	3382
Virginia Electric and Power Co.	3380

#### Federal Register Office

Rules and regulations:

Guide to Record Retention Requirements (see Part II of this issue).

#### Federal Trade Commission

Rules and regulations:

Bricker, Jacob and Bricker Brothers; cease and desist order

#### Housing and Home Finance Agency

See Federal Housing Administration; Public Housing Administration.

#### Interior Department

See also Land Management Bureau; Reclamation Bureau.

Notices:

Peoria Tribe of Oklahoma; final roll

#### Interstate Commerce Commission

Notices:

Applications for motor carrier "grandfather" certificate or permit

Fourth section applications for relief (2 documents)

#### Labor Department

See Wage and Hour Division.

#### Land Management Bureau

Notices:

Idaho; order providing for opening of public lands

Proposed withdrawal and reservation of lands:

Alaska

Colorado

Montana (2 documents)

Small tract classifications:

Colorado

Nevada (2 documents)

Utah

Rules and regulations:

Nevada; public land order; correction

#### Public Housing Administration

Rules and regulations:

Low-rent housing program; low-rent projects

#### Railroad Retirement Board

Rules and regulations:

Mileage or work restrictions and stand-by or lay-over rules

#### Reclamation Bureau

Proposed rule making:

Columbia Basin Project; Washington; procedures for determining eligibility to receive water

### CONTENTS—Continued

#### Treasury Department

See also Customs Bureau.

Notices:

Inland Insurance Co., surety company acceptable on Federal bonds	3380
	3380

#### United States Information Agency

Notices:

Certain officials; delegation of authority for procurement transactions	3384
	3384

#### Wage and Hour Division

Notices:

Learner employment certificates; issuance to various industries	3397
	3397

## CODIFICATION GUIDE

A numerical list of the parts of the Code of Federal Regulations affected by documents published in this issue. Proposed rules, as opposed to final actions, are identified as such.

A Cumulative Codification Guide covering the current month appears at the end of each issue beginning with the second issue of the month.

#### 1 CFR

Appendix A (see Part II of this issue).

#### 6 CFR

421	3366
485	3366

#### 7 CFR

985	3363
1065	3365

Proposed rules:

813	3377
	3377

#### 14 CFR

609	3367
	3367

#### 16 CFR

13	3372
	3372

#### 19 CFR

21	3367
	3367

#### 20 CFR

332	3372
	3372

#### 24 CFR

232	3373
233	3374

282

320	3374
	3374

#### 32 CFR

67	3367
	3367

#### 43 CFR

Proposed rules:

412	3375
	3375

Public land orders:

1796 (correction)	3374
	3374

amending the order effective May 1, 1959, and that it would be contrary to the public interest to delay the effective date of this amendment for 30 days after its publication in the **FEDERAL REGISTER**. (See section 4(c), Administrative Procedure Act, 5 U.S.C. 1001 et seq.)

(c) Determinations. It is hereby determined that:

(1) The refusal or failure of handlers (excluding cooperative associations spec-

ified in section 8c(9) of the Act) of more than 50 percent of the milk, which is marketed within the marketing area, to sign a proposed marketing agreement, tends to prevent the effectuation of the declared policy of the Act;

(2) The issuance of this order, amending the order, is the only practical means pursuant to the declared policy of the Act of advancing the interests of producers as defined in the order as hereby amended; and

(3) The issuance of the order amending the order is approved or favored by at least two-thirds of the producers who participated in a referendum and who during the determined representative period were engaged in the production of milk for sale in the marketing area.

*Order relative to handling.* It is therefore ordered, that on and after the effective date hereof, the handling of milk in the Cincinnati, Ohio, marketing area shall be in conformity to and in compliance with the terms and conditions of the aforesaid order, as hereby amended, and the aforesaid order is hereby amended as follows:

1. Delete § 965.3 and substitute therefor the following:

**§ 965.3 Cincinnati, Ohio, marketing area.**

"Cincinnati, Ohio, marketing area," hereinafter called the marketing area, means all the territory within the boundaries of the city of Cincinnati and the counties of Butler, Clermont, Hamilton and Warren, all in the State of Ohio.

2. Delete § 965.15 and substitute therefor the following:

**§ 965.15 Fluid milk product.**

"Fluid milk product" means the fluid form of milk, skim milk, buttermilk, flavored milk, milk drink, cream (sweet, cultured, sour or whipped), eggnog, concentrated milk; and any mixture of milk, skim milk or cream (including fluid, frozen or semi-frozen malted milk and milk shake mixtures containing less than 15 percent total milk solids; and excluding frozen storage cream, aerated cream in dispensers, ice cream and frozen dessert mixes, and evaporated and condensed milk).

**§ 965.41 [Amendment]**

3. Delete § 965.41(b) and substitute therefor the following:

(b) *Class II milk.* Class II milk shall be all skim milk and butterfat:

(1) Used to produce ice cream, frozen desserts, ice cream and frozen dessert mixes (excluding malted milk or milk shake mixtures containing less than 15 percent total milk solids), milk or skim milk and cream mixtures disposed of in containers or dispensers under pressure for the purpose of dispensing a whipped or aerated product, and cottage cheese; and

(2) Inventories of fluid milk products; and

4. In § 965.41(c) (3), delete "during the months of March through August, inclusive."

**§ 965.46 [Amendment]**

5. Delete § 965.46(a) (3) and substitute therefor the following:

(3) Subtract from the remaining pounds of skim milk: (i) In Class I milk, the pounds of skim milk received in the form of fluid milk products in consumer packages not larger than one gallon from a plant fully regulated pursuant to Part 971 of this chapter: *Provided*, That this subdivision shall not apply to skim milk in any product if the same product is processed and packaged in the same size and type of container in the pool plant; and (ii) in each class, in series beginning with the lowest-priced use available, the pounds of skim milk in other source milk received in the form of a fluid milk product, excluding the pounds subtracted pursuant to subdivision (i) of this subparagraph, which is subject to the Class I pricing provisions of an order issued pursuant to the Act;"

**§ 965.51 [Amendment]**

6. In § 965.51(a) immediately following "basic formula price" insert "for the preceding month".

**§ 965.52 [Amendment]**

7. At the end of § 965.52(a), delete the semicolon (;) and add: "for the preceding month;"

8. Delete § 965.53 and substitute therefor the following:

**§ 965.53 Location differentials to handlers.**

For that skim milk and butterfat in producer milk received at a pool plant located more than 20 miles by the shortest highway distance from the City Hall in Cincinnati, Ohio, as determined by the market administrator, and which is (a) moved in the form of a fluid milk product or as condensed skim milk or frozen cream to a pool plant located not more than 20 miles from the City Hall in Cincinnati, Ohio, or (b) otherwise disposed of or utilized as Class I or Class II milk at such plant the handler's obligation pursuant to § 965.60, subject to the proviso of this section, shall be reduced at the rate set forth in the following schedule according to the location of the pool plant where such skim milk and butterfat is received from producers as follows:

Distance from the City Hall (miles):	Rate per hundredweight (cents):
More than 20 but less than 30	4.0
30 but less than 40	6.0
40 but less than 50	8.0
50 but less than 60	10.0
Each additional 10 miles or fraction thereof an additional	1.5

*Provided*, That in the case of transfers made under paragraph (a) of this section, the location differential credit (1) shall apply to the actual weight of the skim milk and butterfat moved, which weight shall not exceed the difference calculated by subtracting from the total pounds of skim milk and butterfat in Class I milk and Class II milk at the transferee's plant the total skim milk and butterfat in producer milk physically received at such plant, and (2) shall be allowed to the transferee-handler if such

credit does not exceed the obligation of such handler to the producer-settlement fund for the month.

9. Delete § 965.75 and substitute therefor the following:

**§ 965.75 Location differentials to producers.**

In computing the payment due each producer pursuant to § 965.73, the uniform price for producer milk at a pool plant located more than 20 miles by the shortest hard surfaced highway distance from the City Hall in Cincinnati, Ohio, as determined by the market administrator, shall be reduced at the rate set forth in the following schedule according to the location of the pool plant where such milk is received from producers:

Distance from the City Hall (miles):	Rate per hundredweight (cents):
More than 20 but less than 30	4.0
30 but less than 40	6.0
40 but less than 50	8.0
50 but less than 60	10.0
Each additional 10 miles or fraction thereof an additional	1.5

(Sec. 5, 49 Stat. 753, as amended; 7 U.S.C. 608c)

Issued at Washington, D.C., this 27th day of April 1959, to be effective on and after the 1st day of May 1959.

[SEAL]

CLARENCE L. MILLER,  
Assistant Secretary.

[F.R. Doc. 59-3652; Filed, Apr. 29, 1959; 8:47 a.m.]

**SUBCHAPTER B—PROHIBITION OF IMPORTED COMMODITIES**

[Tomato Regulation 4, Amdt. 1]

**PART 1065—TOMATOES**

**Import Restrictions; Definitions**

**Findings and determinations.** (1) Notice of rule making regarding a proposed determination and amendment to regulations governing the importation of tomatoes, to be made effective under the Agricultural Marketing Agreement Act of 1937, as amended (secs. 1-19, 48 Stat. 31, as amended, 7 U.S.C. 601-674), was published in the *FEDERAL REGISTER* April 22, 1959 (24 F.R. 3118). After consideration of all relevant matters, including the proposals set forth in the aforesaid notice, it is hereby determined (i) that during the effective time of § 1065.4, as amended herein, that imports of tomatoes are in most direct competition with tomatoes grown in the production area defined in Marketing Order No. 121, the counties of Cameron, Hidalgo, Starr and Willacy in Texas (Lower Rio Grande Valley) and, (ii) that the grade and size regulations hereby established for tomatoes that may be imported into the United States are equivalent to those imposed upon domestic tomatoes under Marketing Order No. 121.

(2) It is hereby found that good cause exists for not postponing the effective date of this regulation beyond that herein specified (5 U.S.C. 1003(c)) in that (i) the requirements established by this import regulation are issued pur-

## RULES AND REGULATIONS

suant to section 8e of the Agricultural Marketing Agreement Act of 1937, as amended, supra, which makes such regulation mandatory; (ii) grade and size regulations (§ 1021.301, 24 F.R. 3319), will become effective on domestic tomatoes on the same date; (iii) compliance with this tomato regulation should not require any special preparation by importers which cannot be completed by the effective date; (iv) notice herein is determined to be reasonable and in compliance with the minimum period of three days specified in section 8e of the act; and in fixing the effective date due consideration has been given to the time required for the transportation and entry into the United States after picking of imported tomatoes to which this regulation is applicable as required by section 8e of the act.

Section 1065.4 *Tomato Regulation No. 4* (23 F.R. 8115) is hereby amended by deleting paragraphs (b) and (f) and substituting therefor new paragraphs (b) and (f) as set forth below.

**§ 1065.4 Tomato Regulation No. 4.**

(b) *Import restrictions.* During the period from May 4, 1959, to July 4, 1959, both dates inclusive, and subject to the general regulations (Part 1060 of this chapter) applicable to the importation of listed commodities and the requirements of this section no person shall import any tomatoes of any variety, except elongated types commonly referred to as pear shaped or paste tomatoes and including, but not limited to San Marzano, Red Top, and Roma Varieties; and cerasiform type tomatoes, commonly referred to as cherry tomatoes, unless such tomatoes meet the requirements of the U.S. No. 2, or better, grade and are  $2\frac{1}{2}$  inches minimum diameter or larger: *Provided*, That not more than ten (10) percent, by count, of the tomatoes in any lot of  $7 \times 7$  ( $2\frac{1}{2}$  inches minimum diameter to  $2\frac{1}{2}$  inches maximum diameter) may be smaller than the specified minimum diameter. The application of tolerances for size shall be as set forth, in § 51.1861 of this title (United States Standards for fresh tomatoes).

(f) *Definitions.* (1) The term U.S. No. 2 means the U.S. No. 2 grade, as set forth in the United States Standards for Tomatoes (§§ 51.1855 to 51.1877, inclusive, of this title; 22 F.R. 4528), including the tolerances set forth therein.

(2) All other terms have the same meaning as when used in the general regulations (Part 1060 of this title) applicable to the importation of listed commodities.

(Secs. 1-19, 48 Stat. 31, as amended, 7 U.S.C. 601-674)

Dated: April 29, 1959, to become effective May 4, 1959.

FLOYD F. HEDLUND,  
Deputy Director,  
Fruit and Vegetable Division.

[F.R. Doc. 59-3728; Filed, Apr. 29, 1959;  
11:45 a.m.]

## Title 6—AGRICULTURAL CREDIT

### Chapter IV—Commodity Stabilization Service and Commodity Credit Corporation, Department of Agriculture

#### SUBCHAPTER B—LOANS, PURCHASES AND OTHER OPERATIONS

[1957 C.C.C. Grain Price Support Bulletin 1, Supp. 3, Grain Sorghums]

#### PART 421—GRAINS AND RELATED COMMODITIES

##### Subpart—1957 Crop Grain Sorghums Extended Resale Loan Program Regulations

###### Correction

In F.R. Document 59-3337, appearing in the issue for Tuesday, April 21, 1959, at page 3023, make the following changes:

1. In § 421.2458(a) (2), line 4, the word "intended" should read "extended".
2. In § 421.2458(b) (3) (iii), the word "impairer" should read "impaired".

#### SUBCHAPTER D—REGULATIONS UNDER SOIL BANK ACT

[Amdt. 34]

#### PART 485—SOIL BANK

##### Subpart—Conservation Reserve Program

###### MISCELLANEOUS AMENDMENTS

The regulations governing the conservation reserve program, 21 F.R. 6289, as amended, are hereby further amended as follows:

1. Section 485.163(a) is amended by deleting the period at the end thereof and adding the following: "except as otherwise provided in subparagraph (6) of paragraph (b) of this section."

2. Section 485.163(b) (1) is amended by redesignating the heading of the column of rates contained therein as "Regular Rate—1958 or earlier years" and adding a new column of rates as follows:

State	Regular rate—1959
Alabama	\$12.00
Arizona	10.00
Arkansas	13.50
California	16.00
Colorado	9.00
Connecticut	20.00
Delaware	16.00
Florida	12.00
Georgia	12.00
Idaho	14.50
Illinois	19.00
Indiana	19.00
Iowa	19.00
Kansas	12.50
Kentucky	15.00
Louisiana	14.00
Maine	12.00
Maryland	17.00
Massachusetts	19.00
Michigan	15.00
Minnesota	14.50
Mississippi	14.00
Missouri	14.00
Montana	10.00
Nebraska	12.50

State	Regular rate—1959
Nevada	\$10.00
New Hampshire	13.00
New Jersey	19.00
New Mexico	8.00
New York	15.00
North Carolina	16.00
North Dakota	10.50
Ohio	19.00
Oklahoma	12.00
Oregon	16.00
Pennsylvania	16.00
Rhode Island	19.00
South Carolina	13.50
South Dakota	11.00
Tennessee	14.00
Texas	12.00
Utah	12.00
Vermont	14.00
Virginia	16.00
Washington	16.00
West Virginia	14.00
Wisconsin	15.00
Wyoming	9.00

3. Section 485.163(b) (2) is amended by inserting immediately preceding the first sentence thereof the following sentence: "The provisions of this subparagraph apply only to contracts under which 1958 or an earlier year is the first year of the contract period."

4. Section 485.163(d) (3) is amended by inserting immediately preceding the first sentence thereof the following sentence: "The provisions of this subparagraph apply only to contracts under which 1958 or an earlier year is the first year of the contract period."

5. Section 485.163(b) is amended by adding new subparagraphs (5) and (6) at the end thereof as follows:

(5) The provisions of this subparagraph shall apply only to contracts under which 1959 is the first year of the contract period. A payment rate per acre for each county shall be established as follows: The State committee shall establish a preliminary county payment index taking into consideration the normal gross income per acre of non-irrigated lower value crops and proportionate idle and fallow land, land value per acre for non-irrigated agricultural purposes, 1956-58 Conservation Reserve Program county regular rates per acre, rental rates customarily paid by canneries and other tenants who rent cropland only, and the relationship of fixed costs to the foregoing factors. The preliminary county payment index shall be weighted by the county non-irrigated cropland except high value allotment crop acreage not likely to enter the conservation reserve. The Soil Bank Division, CSS, shall review the county payment indexes recommended by the State committee, convert them to rates per acre, and adjust them where necessary, with the concurrence of the State committee, to improve relationships across State lines. The county basic payment rate per acre for counties having irrigated cropland only shall be established so as to approximate the rates for counties having the lowest rates for non-irrigated land.

(6) For land for which 1959 is the first year of the contract period, the regular annual payment rate approved for the farm in 1959 shall apply to the acreage placed in the conservation re-

serve in 1959 which represents a reduction in the acreage devoted to soil bank base crops below the farm soil bank base and a non-diversion rate established in accordance with paragraph (c) of this section shall apply to all other acreage placed in the conservation reserve in 1959: *Provided*, That in the case of contracts under which all the eligible acreage on the farm not covered by an existing contract (except land devoted to a home garden and land approved by the county committee as needed for livestock lanes or farm roads, or both) is placed in the conservation reserve in 1959, the regular annual payment rate approved for the farm in 1959 shall apply to all land placed in the conservation reserve in 1959 and shall continue to apply to such land or any part of such land for the years it remains under contract.

6. Section 485.163(c) is amended by deleting the words "or a subsequent year" in the second sentence and adding the following at the end: "Notwithstanding any other provision of this paragraph, the non-diversion rate for land for which 1959 is the first year of the contract period shall be 50 per centum of the regular rate approved for the farm in 1959. Except as otherwise provided in subparagraph (6) of paragraph (b) of this section, such non-diversion rate for 1959 shall apply to that acreage placed in the conservation reserve in 1959 which does not represent a reduction in the acreage devoted to soil bank base crops below the farm soil bank base.

(Sec. 124, 70 Stat. 198; 7 U.S.C. 1812)

Issued at Washington, D.C., this 24th day of April 1959.

CLARENCE D. PALMBY,  
Acting Administrator,

Commodity Stabilization Service.

[F.R. Doc. 59-3666; Filed, Apr. 29, 1959;  
8:49 a.m.]

## Title 32—NATIONAL DEFENSE

### Chapter I—Office of the Secretary of Defense

#### SUBCHAPTER E—SECURITY

#### PART 67—INDUSTRIAL PERSONNEL SECURITY REVIEW REGULATION

##### Miscellaneous Amendments

The Secretary of Defense approved the following changes to Part 67 on March 19, 1959:

1. Section 67.1-3(b) has been revised as follows:

##### § 67.1-3 Policy.

(b) The denial or revocation of a clearance in and of itself does not necessarily carry any implication that the individual is disloyal to the United States. Denial or revocation of a clearance for access to classified information of a specific classification category or categories results from a determination that the granting of such clearance is not clearly consistent with the interests of the national security. Such a determina-

tion would, of course, be made in the case of a disloyal individual. However, there are many other reasons, unrelated to loyalty, which may result in such a determination and thus require the denial or revocation of a clearance. Since a clearance relates only to access to classified defense information, the denial or revocation of a clearance to a contractor or contractor employee does not preclude his participation in unclassified work.

2. Sections 67.3-1; and 67.3-2(a) have been revised as follows:

##### § 67.3-1 Standard for denial of clearance.

Clearance for access to classified information of a specific classification category or categories shall be denied or revoked if it is determined, on the basis of all the available information, that such access by the person concerned is not clearly consistent with the interests of the national security.

##### § 67.3-2 Criteria for application of standard in cases involving individuals.

(a) The activities and associations listed below which may be the basis for denial or revocation of clearance for access to classified information of a specific classification category or categories are of varying degrees of seriousness depending upon all the factors in a particular case. Therefore, the ultimate determination of whether such clearance should be granted or continued must be an overall common-sense one, based on all available information.

3. Section 67.4-3(d) has been revised as follows:

##### § 67.4-3 Initial adjudication procedures (Screening Board action).

(d) If the Screening Board determines that a clearance for access to classified information of a specific classification category or categories should be granted or continued in effect, it will prepare its finding in the form set forth in § 67.4-6(e). The Director will notify the activity which forwarded the case to him of the determination and instruct it to effect the clearance.

4. Section 67.4-6(e) has been amended as follows:

##### § 67.4-6 Hearing Board determination.

(e) The determination shall also include a statement in the following form:

(1) The Board determines that on all the information available to it the granting of clearance to \_\_\_\_\_ for access to information classified up to and including \_\_\_\_\_ is clearly consistent with the interests of national security, or

(2) The Board determines that on all the information available to it the granting of clearance to \_\_\_\_\_ for access to information classified \_\_\_\_\_ (Top Secret or Secret) is not clearly consistent with the interests of national security. The Board determines, however, that the granting of access to information classified up to and including \_\_\_\_\_ (Secret or Confidential) is clearly consistent with the interests of national security, or

(3) The Board determines that on all the information available to it the granting of clearance to \_\_\_\_\_ for access to classi-

fied information at any level is not clearly consistent with the interests of the national security.

This statement shall be followed by a discussion of why the aforementioned findings with respect to the allegations justify the determination.

(R.S. 161, sec. 202, 61 Stat. 500, as amended; 5 U.S.C. 22, 171a, E.O. 10501, 18 F.R. 7049; 3 CFR 1953 Supp.)

MAURICE W. ROCHE,  
Administrative Secretary,  
Office of the Secretary of Defense.  
[F.R. Doc. 59-3663; Filed, Apr. 29, 1959;  
8:49 a.m.]

## Title 19—CUSTOMS DUTIES

### Chapter I—Bureau of Customs, Department of the Treasury

[T. D. 54838]

#### PART 21—CARTAGE AND LIGHTERAGE

##### Marking of Vehicles and Lighters of Licensed Cartmen and Lightermen

Numerous requests have been made for permission to use the abbreviated legend "C.H.L. No. \_\_\_\_\_" to mark vehicles and lighters operated by licensed cartmen and lightermen in place of "Customhouse License No. \_\_\_\_\_" as now required by § 21.1(c) of the Customs Regulations. The use of the abbreviated legend would adequately identify the vehicle or lighter as one licensed by customs. Therefore, § 21.1(c) is amended by adding the following sentence: "The abbreviated legend 'C.H.L. No. \_\_\_\_\_' may be used if so desired."

(Secs. 565, 624, 46 Stat. 747, 759; 19 U.S.C. 1565, 1624)

[SEAL] D. B. STRUBINGER,  
Acting Commissioner of Customs.

Approved: April 22, 1959.

A. GILMORE FLUES,  
Acting Secretary of the Treasury.

[F.R. Doc. 59-3657; Filed, Apr. 29, 1959;  
8:48 a.m.]

## Title 14—CIVIL AVIATION

### Chapter II—Federal Aviation Agency [Amdt. 115]

#### PART 609—STANDARD INSTRUMENT APPROACH PROCEDURES

##### Miscellaneous Alterations

The new and revised standard instrument approach procedures appearing hereinafter are adopted to become effective and/or canceled when indicated in order to promote safety. The revised procedures supersede the existing procedures of the same classification now in effect for the airports specified therein. For the convenience of the users, the revised procedures specify the complete procedure and indicate the changes to the existing procedures. Compliance with the notice, procedures, and effective date provisions of section 4 of the Administrative Procedure Act would be impracticable and contrary to the public interest, and therefore is not required.

Part 609 is amended as follows:

## RULES AND REGULATIONS

## 1. The low or medium frequency range procedures prescribed in § 609.100(a) are amended to read in part:

## LFR STANDARD INSTRUMENT APPROACH PROCEDURE

Bearings, headings, courses and radials are magnetic. Elevations and altitudes are in feet MSL. Ceilings are in feet above airport elevation. Distances are in nautical miles unless otherwise indicated, except visibilities which are in statute miles.

If an instrument approach procedure of the above type is conducted at the below named airport, it shall be in accordance with the following instrument approach procedure, unless an approach is conducted in accordance with a different procedure for such airport authorized by the Administrator of the Federal Aviation Agency. Initial approaches shall be made over specified routes. Minimum altitudes shall correspond with those established for en route operation in the particular area or as set forth below.

From—	To—	Transition			Condition	Ceiling and visibility minimums		
		Course and distance	Minimum altitude (feet)	2-engine or less		More than 2-engine, more than 65 knots		
				65 knots or less	More than 65 knots			
Abilene VOR	ABI-LFR	Direct	3100	T-dn	300-1	300-1	200-1/2	
Phantom Hill Int#	ABI-LFR (Final)	Direct	2400	C-dn	400-1	500-1	500-1/2	
Holland Int@	ABI-LFR (Final)	Direct	2400	S-dn 17	400-1	400-1	400-1	
				A-dn	800-2	800-2	800-2	

Procedure turn E side N crs, 001° Outbnd, 181° Inbnd, 3100' within 10 miles (non-standard due ATC).

Minimum altitude over facility on final approach crs, 2400'.

Crs and distance, facility to airport, 172—2.8.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 2.8 miles, climb to 3800' on S crs within 20 miles or when directed by ATC, turn left, climb to 3200' on E crs within 20 min.

CAUTION: 278' MSL radio tower 10 miles S of airport. 2225' MSL tower 8.7 mi East of airport.

#Phantom Hill Int: Int N crs ABI-LFR and R-055 ABL.

@Holland Int: Int N crs ABI-LFR and R-070 ABL.

City, Abilene; State, Tex.; Airport Name, Municipal; Elev., 1778'; Fac. Class, SBRAZ; Ident., ABI; Procedure No. 1, Amdt. 4; Eff. Date, 23 May 59; Dated, 6 July 57

La Mar Int	ALW-LFR	Direct	3500	T-dn	300-1	300-1	200-1/2
				C-dn	500-1	600-1	600-1/2
				C-n	600-1	700-1	700-1/2
				A-dn	800-2	800-2	800-2

Procedure turn N side NE crs, 002° Outbnd, 182° Inbnd, 3500' within 10 mi.

Minimum altitude over facility on final approach crs, 2500'.

Crs and distance, facility to airport, 175—3.2.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 3.2 mi, climb to 5000' on SW crs of ALW-LFR within 15 mi or, when directed by ATC, within 3.2 mi, turn right and climb to 3000', hold in nonstandard holding pattern on SW crs of ALW-LFR.

CAUTION: High terrain E of airport.

City, Walla Walla; State, Wash.; Airport Name, Walla Walla City-County; Elev., 1203'; Fac. Class, SBMRLZ; Ident., ALW; Procedure No. 1, Amdt. 6; Eff. Date, 23 May 59; Sup. Amdt. No. 5; Dated, 3 Sept. 59

Andrews LFR	DCA LFR	Direct	1500	T-dn	300-1	300-1	200-1/2
Springfield MHW	DCA LFR	Direct	1500	C-dn	600-1	600-1	600-1/2
				S-dn 36	400-1	400-1	400-1
				A-dn	800-2	800-2	800-2

Radar transition altitudes: 1500' in the E, W, and S quadrants of the Washington LFR and 1800' in the N quadrant within 25 mi of the Washington National Airport; 2500' in all quadrants within 40 mi exclusive of danger and prohibited areas. Radar fixes may be substituted for all fixes shown. (Radar distances shown in nautical mi.)

Procedure turn West side of crs, 198° Outbnd, 018° Inbnd, 1500' within 10 mi.

Minimum altitude over facility on final approach crs, 1000'.

Crs and distance, facility to airport, 001—4.6.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 4.6 mi, make a left climbing turn as soon as practicable, climb to 1800' (or to a higher altitude when requested by ATC) on NW crs to Herndon Int.

NOTE: These procedures and airport minimums do not provide standard clearance over the following obstructions: 422' monument 1.7 mi W of final approach crs, 193' stacks 1.5 mi S of airport, and 596' monument 1.8 mi N of airport.

City, Washington; State, D.C.; Airport Name, National; Elev., 16'; Fac. Class, SBRA; Ident., DCA; Procedure No. 1, Amdt. 8; Eff. Date, 23 May 59; Sup. Amdt. No. 7; Dated, 1 Feb. 59

## 2. The automatic direction finding procedures prescribed in § 609.100(b) are amended to read in part:

## ADF STANDARD INSTRUMENT APPROACH PROCEDURE

Bearings, headings, courses and radials are magnetic. Elevations and altitudes are in feet MSL. Ceilings are in feet above airport elevation. Distances are in nautical miles unless otherwise indicated, except visibilities which are in statute miles.

If an instrument approach procedure of the above type is conducted at the below named airport, it shall be in accordance with the following instrument approach procedure, unless an approach is conducted in accordance with a different procedure for such airport authorized by the Administrator of the Federal Aviation Agency. Initial approaches shall be made over specified routes. Minimum altitudes shall correspond with those established for en route operation in the particular area or as set forth below.

From—	To—	Transition			Condition	Ceiling and visibility minimums		
		Course and distance	Minimum altitude (feet)	2-engine or less		More than 2-engine, more than 65 knots		
				65 knots or less	More than 65 knots			
Rockwood Int	LOM	Direct	2000	T-dn	300-1	300-1	200-1/2	
Salem VOR	LOM	Direct	2000	C-dn	400-1	500-1	500-1/2	
Carleton VOR	LOM	Direct	2000	S-dn 3L-R	400-1	400-1	400-1	
Milan Int	LOM	Direct	2000	A-dn	800-2	800-2	800-2	
Yip LOM	LOM	Direct	2000					
Park Int	LOM	Direct	2000					
Detroit LFR	LOM	Direct	2000					
Flat Rock Int	LOM	Direct	2000					

Radar transitions to final approach course authorized.\*

Procedure turn East side of crs, 212° Outbnd, 032° Inbnd, 2000' within 10 miles.

Minimum altitude over facility on final approach crs, 1500'.

Crs and distance, facility to Runway 3L, 032°—4.3 mi; to Runway 3R, 040°—4.6 mi.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 4.3 miles of LOM, make right turn, climb to 2300', proceed to Park Int via R-264 Windsor VOR or, as directed by ATC, make right 180° turn, climb to 2300' and proceed to Flat Rock Int via SE crs of DTW LFR.

\*Aircraft will be released for final approach without procedure turn on inbound final approach course at least 3.0 miles from LOM. Refer to Willow Run Radar procedure if detailed information on sector altitudes are desired.

City, Detroit; State, Mich.; Airport Name, Detroit Metropolitan Wayne County; Elev., 639'; Fac. Class, LOM; Ident., DT; Procedure No. 1, Amdt. 4; Eff. Date, 23 May 59; Sup. Amdt. No. 3; Dated, 9 May 59

## ADF STANDARD INSTRUMENT APPROACH PROCEDURE—Continued

Transition				Ceiling and visibility minimums			
From—	To—	Course and distance	Minimum altitude (feet)	Condition	2-engine or less		More than 2-engine, more than 65 knots
					65 knots or less	More than 65 knots	
MIA VOR	FLL R Bn	Direct	1200	T-dn	300-1	300-1	200-1½
MIA R Bn	FLL R Bn	Direct	2000	C-dn	600-1	600-1	600-1½
Ft. Lauderdale Int.	FLL R Bn	Direct	1200	S-dn-13	500-1	500-1	500-1
Golden Beach Int.	FLL R Bn	Direct	1300	A-dn#	800-2	800-2	800-2

Procedure turn East side of crs, 314° Outbnd, 134° Inbnd, 1100' within 10 miles.  
Minimum altitude over facility on final approach crs, 700'.

Crs and distance, facility to airport, 134°—4.5 mi.  
If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 4.5 mi, climb to 1200' on crs 134° from FLL "H" within 15 miles.

NOTE: Limited weather information available to public.

AIR CARRIER NOTE: Procedure may be authorized only for air carriers having approval of their arrangements for weather service at this airport.

#Alternate usage authorized for Air Carriers only.

City, Fort Lauderdale; State, Fla.; Airport Name, International; Elev., 10'; Fac. Class, MHW; Ident., FLL; Procedure No. 1, Amdt. Orig.; Eff. Date, 23 May 59

From—	Transition	Course and distance	Minimum altitude (feet)	Condition	2-engine or less	More than 2-engine, more than 65 knots
All directions	Temporary HW	Direct	MEA	T-dn	300-1	300-1

Procedure turn N side of crs, 061° Outbnd, 241° Inbnd, 3400' within 10 mi. Beyond 10 mi N.A.  
Minimum altitude over facility on final approach crs, 2500'.

Crs and distance, facility to airport, 234°—1.8 mi.  
If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 1.8 mi, climb to 3600' on 234° mag. bearing from R Bn within 20 miles.

NOTE: This confirms temporary procedure published as NOTAM in the Airman's Guide. This procedure is issued for use during the period of shutdown of the subject VOR and is cancelled upon restoration to service of the San Angelo VOR.

City, San Angelo; State, Tex.; Airport Name, Mathis; Elev., 1915'; Fac. Class, MH; Ident., SJT; Procedure, Temporary ADF No. 1, Eff. Date, 15 May 59

### 3. The very high frequency omnirange (VOR) procedures prescribed in § 609.100(c) are amended to read in part:

#### ADF STANDARD INSTRUMENT APPROACH PROCEDURE

Bearings, headings, courses and radials are magnetic. Elevations and altitudes are in feet MSL. Ceilings are in feet above airport elevation. Distances are in nautical miles unless otherwise indicated, except visibilities which are in statute miles.

If an instrument approach procedure of the above type is conducted at the below named airport, it shall be in accordance with the following instrument approach procedure, unless an approach is conducted in accordance with a different procedure for such airport authorized by the Administrator of the Federal Aviation Agency. Initial approaches shall be made over specified routes. Minimum altitudes shall correspond with those established for en route operation in the particular area or as set forth below.

Transition				Ceiling and visibility minimums			
From—	To—	Course and distance	Minimum altitude (feet)	Condition	2-engine or less		More than 2-engine, more than 65 knots
					65 knots or less	More than 65 knots	
				T-dn*	1300-2	1300-2	NA
				C-dn	1300-2	1300-2	NA
				A-d	2500-2	2500-2	NA
				A-n	4000-2	4000-2	NA

Procedure turn West side of crs, 203° Outbnd, 023° Inbnd, 3000' within 10 miles.  
Minimum altitude over facility on final approach crs, 2500'.

Crs and distance, facility to airport, 023°—5.9 mi.  
If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 5.9 miles, make a left climbing turn, returning to Keene VOR, continue climb to 4000' in standard holding pattern inbound on R-023.

AIR CARRIER NOTE: Visibility below one mile day, 2 miles night, NA by application of sliding scale for local visibility conditions for landing or for reduction to takeoff minimums.

NOTE: IFR Climb-out Procedure: Climb with visual reference to enter ceiling over airport on direct crs climbing to Keene VOR. Continue climb in holding pattern, minimum facility departure altitude 4000' except 5000' northeastbound.

\*Night takeoffs to Southeast NA.

City, Keene; State, N.H.; Airport Name, Dillant-Hopkins; Elev., 482'; Fac. Class, VOR; Ident., EEN; Procedure No. 1, Amdt. Orig.; Eff. Date, 23 May 59

### 4. The terminal very high frequency omnirange (TerVOR) procedures prescribed in § 609.200 are amended to read in part:

#### TERMINAL VOR STANDARD INSTRUMENT APPROACH PROCEDURE

Bearings, headings, courses and radials are magnetic. Elevations and altitudes are in feet MSL. Ceilings are in feet above airport elevation. Distances are in nautical miles unless otherwise indicated, except visibilities which are in statute miles.

If an instrument approach procedure of the above type is conducted at the below named airport, it shall be in accordance with the following instrument approach procedure, unless an approach is conducted in accordance with a different procedure for such airport authorized by the Administrator of the Federal Aviation Agency. Initial approaches shall be made over specified routes. Minimum altitudes shall correspond with those established for en route operation in the particular area or as set forth below.

Transition				Ceiling and visibility minimums			
From—	To—	Course and distance	Minimum altitude (feet)	Condition	2-engine or less		More than 2-engine, more than 65 knots
					65 knots or less	More than 65 knots	
ETP "H"	OZR TVOR	Direct	1600	T-dn	300-1	300-1	200-1½
DHN LFR	OZR TVOR	Direct	1700	C-dn	400-1	500-1	500-1½
DHN TVOR	OZR TVOR	Direct	1700	S-dn	400-1	400-1	400-1
				A-dn	800-2	800-2	800-2

Procedure turn N side crs, 243° Outbnd, 063° Inbnd, 1600' within 10 mi; Teardrop Procedure turn, R-261 Outbnd, R-063 Inbnd, 1600' within 10 mi.  
Minimum altitude abeam OZR-LFR on final approach crs, 800'; over facility, 700'.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished, turn left and climb to 1600' on R-280 OZR TVOR within 20 miles.

NOTE: Prior arrangement for landing required for civil aircraft not on official business.

\*If unable to check abeam OZR-LFR, descent below 800' not authorized.

City, Ft. Rucker; State, Ala.; Airport Name, Cairns AAF; Elev., 305'; Fac. Class, TVOR; Ident., OZR; Procedure No. 1, Amdt. I; Eff. Date, 23 May 59; Sup. Amdt. No. Orig.; Dated, 22 May 59

## RULES AND REGULATIONS

## TERMINAL VOR STANDARD INSTRUMENT APPROACH PROCEDURE—Continued

From—	To—	Transition		Condition	Ceiling and visibility minimums		
		Course and distance	Minimum altitude (feet)		2-engine or less	More than 2-engine, more than 65 knots	
Macon LFR.....	MCN-VOR.....	Direct.....	1600	T-dn.....	300-1	300-1	200-1½
Robins Rbn.....	MCN-VOR.....	Direct.....	1600	C-dn.....	500-1	500-1	500-1½
Int SW crs MCN LFR and MCN R-230.....	MCN-VOR.....	Direct.....	1600	S-dn-31#.....	400-1	400-1	400-1
				A-dn.....	800-2	800-2	800-2

Procedure turn N side of crs, 119° Outbnd, 299° Inbnd, 1800' within 10 miles.

Minimum altitude over facility on final approach crs, 800'.

Crs and distance, breakoff point to app end rny 31, 300-0.9.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 0 mile, climb to 1900' on R-329 within 20 miles.

#Maintain 900' MSL inbound until after passing 074° bearing from MC-LOM.

City, Macon; State, Ga.; Airport Name, Macon (Cochran); Elev., 354'; Fac. Class, BVOR; Ident., MCN; Procedure No. TerVOR-31, Amdt. 2; Eff. Date, 23 May 59; Sup. Amdt. No. 1; Dated, 28 Apr. 56

ALW-LFR.....	ALW-VOR.....	Direct.....	3000	T-dn.....	300-1	300-1	200-1½
Lamar Int.....	ALW-VOR.....	Direct.....	3000	C-dn.....	600-1	600-1	600-1½
Weston Int.....	ALW-VOR.....	Direct.....	3800	A-dn.....	800-2	800-2	800-2

Procedure turn, W side of crs, 334° Outbnd, 154° Inbnd, 3000' within 10 miles, NA beyond 10 miles.

Minimum altitude over facility on final approach crs, 2500' over W crs ALW-LFR, \*1800' over VOR. \*2500' over VOR if W crs ALW-LFR not received.

Crs and distance, breakoff point to app end rny 16, 159-0.3.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 0 miles, climb to 3500' on R-183 within 10 miles or, when requested by ARTC, make climbing right turn, hold at 3000' in left turn holding pattern on SW crs ALW-LFR.

CAUTION: High terrain E of airport.

City, Walla Walla; State, Wash.; Airport Name, Walla Walla City-County; Elev., 1205'; Fac. Class, VORW; Ident., ALW; Procedure No. TerVOR-16, Amdt. 1; Eff. Date, 23 May 59; Sup. Amdt. No. Orig.; Dated, 4 Aug. 56

ALW-LFR.....	ALW-VOR.....	Direct.....	3000	T-dn.....	300-1	300-1	200-1½
Lamar Int.....	ALW-VOR.....	Direct.....	3000	C-dn.....	700-1	700-1	700-1½
Weston Int.....	ALW-VOR.....	Direct.....	3800	A-dn.....	800-2	800-2	800-2

Procedure turn W side of crs, 019° Outbnd, 199° Inbnd, 3800' within 10 miles.

Minimum altitude over facility on final approach crs, 2900' over E crs ALW-LFR, \*1900' over VOR, \*2900' over VOR if E crs ALW-LFR not received.

Crs and distance, breakoff point to app end rny 20, 197-0.3.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 0 miles, climb to 3500' on R-183 within 10 miles or, when requested by ARTC, make climbing right turn, hold at 3000' in left turn holding pattern on SW crs ALW-LFR.

CAUTION: High terrain E of airport.

City, Walla Walla; State, Wash.; Airport Name, Walla Walla City-County; Elev., 1205'; Fac. Class, VORW; Ident., ALW; Procedure No. TerVOR-20, Amdt. 1; Eff. Date, 23 May 59; Sup. Amdt. No. Orig.; Dated, 4 Aug. 56

##### 5. The instrument landing system procedures prescribed in § 609.400 are amended to read in part:

###### ILS STANDARD INSTRUMENT APPROACH PROCEDURE

Bearings, headings, courses and radials are magnetic. Elevations and altitudes are in feet MSL. Ceilings are in feet above airport elevation. Distances are in nautical miles unless otherwise indicated, except visibilities which are in statute miles.

If an instrument approach procedure of the above type is conducted at the below named airport, it shall be in accordance with the following instrument approach procedure, unless an approach is conducted in accordance with a different procedure for such airport authorized by the Administrator of the Federal Aviation Agency. Initial approaches shall be made over specified routes. Minimum altitudes shall correspond with those established for en route operation in the particular area or as set forth below.

From—	To—	Transition		Condition	Ceiling and visibility minimums		
		Course and distance	Minimum altitude (feet)		2-engine or less	More than 2-engine, more than 65 knots	
Black Forest FM.....	COS MIIW (LOM).....	Direct.....	8200	T-dn#.....	300-1	300-1	300-1½
ILS LMM.....	COS MIIW (LOM).....	Direct.....	7300	C-d.....	600-1	600-1	600-1½
Ellisott MHW.....	COS MIIW (LOM).....	Direct.....	7800	C-n.....	600-2	600-2	600-2
Pueblo VOR, via R-314.....	S crs COS ILS (Fountain FM).....	Direct.....	7300	S-dn-35*.....	300-3½	300-3½	300-3½
Fountain FM.....	COS MIIW (LOM) (Final).....	Direct.....	7300	A-dn.....	600-2	600-2	600-2

Procedure turn E side S crs, 166° Outbnd, 346° Inbnd, 7300' within 10 mi of COS MIIW (LOM). NA beyond 10 mi. (Procedure turn area limited to west by restricted area.)

Minimum altitude at G.S. int inbnd, 7300'.

Altitude of G.S. and distance to approach end of rny at OM, 7240-3.8; at MM 6325-0.6.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 3.8 mi after passing LOM, make a right climbing turn to 080°. Proceed to Ellisott MHW at 8000'.

NOTES: No approach lights. Radar vectoring authorized in accordance with approved radar patterns.

CAUTION: 7190' tower 8 miles North of airport; 7923' tower 14 miles North of airport; sharply rising terrain West of Amber Airway No. 3.

#Takeoffs below 300-3½ not authorized. 400-1 required for takeoff Runway 30.

\*Provisions for inoperative ILS components not applicable. 400-1 required with glide slope inoperative. Landing with visibility less than 3½ mile not authorized.

City, Colorado Springs; State, Colo.; Airport Name, Peterson Field; Elev., 6172'; Fac. Class, ILS; Ident., I-COS; Procedure No. ILS-35, Amdt. 9; Eff. Date, 23 May 59; Sup. Amdt. No. 8; Dated, 27 Dec. 58

## ILS STANDARD INSTRUMENT APPROACH PROCEDURE—Continued

From—	To—	Transition		Minimum altitude (feet)	Ceiling and visibility minimums			
		Course and distance	Condition		2-engine or less		More than 2-engine more than 65 knots	
					65 knots or less	More than 65 knots		
Pendleton VOR	LOM	Direct	4000	T-dn	300-1	300-1	200-1½	
Pendleton LFR	LOM	Direct	4000	C-dn	500-1	500-1	500-1½	
Athena Intersection	LOM	Direct	4000	S-dn-25R	300-3½	300-3½	300-3½	
Cabbage Hill FM	LOM	Direct	4800	A-dn	600-2	600-2	600-2	
Athena Int	Int S crs Walla Walla LFR and E crs Pendleton ILS	Direct	4500					
Int S crs Walla Walla LFR and E crs Pendleton ILS	LOM (Final)	Direct	*4500					

Procedure turn N side of crs 070° Outbnd, 250° Inbnd, 3000' within 5 mi. NA beyond 5 mi.

CAUTION: Standard, clearance not provided over 3800' terrain South of localizer.

Minimum altitude at glide slope int inbnd, 2800'.

Altitude of glide slope and distance to approach end of runway at OM 2750-4.1; at MM 1725-0.6.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished climb to 4000' on W crs PDT LFR within 20 mi or, when directed by ATC, climb to 4000' on R-233 PDT within 20 mi.

NOTE: No approach lights installed.

MAJOR CHANGE: Deletes second part of note.

\*Descent on glide slope to cross LOM at 2750' is authorized.

City, Pendleton; State, Oreg.; Airport Name, Pendleton; Elev., 1493'; Fac. Class, ILS; Ident., PDT; Procedure No. ILS-25R, Amdt. 2; Eff. Date, 23 May 59; Sup. Amdt. No. 1; Dated, 22 Jan. 55

St Louis VOR	LOM	Direct	1800	T-dn	300-1	300-1	200-1½
St Louis LFR	LOM	Direct	1800	C-dn	500-1	500-1	500-1½
Jerseyville Int	LOM	Direct	2000	S-dn 24	200-1½	200-1½	200-1½
Wood River Int	LOM	Direct	1800	A-dn	600-2	600-2	600-2
Wood River Int	NE crs ILS (Final) (to intercept ILS crs 2 mi from LOM)	Direct	1800				
Lake "H"	LOM	Direct	1800				
Cora Int	LOM (Final)	Direct	1800				
Academy Int	NE crs ILS (Final)	Direct	1900				
Granite City Int	LOM	Direct	2000				
Maryland Hgts VOR	LOM	Direct	2000				
Prairie Int	LOM	Direct	2000				
Godfrey Int	NE crs ILS (Final)	Direct	1900				

Radar transitions to final approach course authorized. Information for radar terminal area transition altitudes on St. Louis radar procedure.

Procedure turn N side NE crs, 058° Outbnd, 238° Inbnd, 1900' within 10 mi.

Minimum altitude at glide slope int inbnd, 1800'.

Altitude of glide slope and distance to approach end of runway at OM, 1782-4.1; at MM, 748-0.6.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished climb to 2000' on SW crs of ILS to Lake "H" or, as directed by ATC, (1) Make right (North) turn, climb to 2000' direct to STL-VOR; (2) Make left turn (South), climb to 2000' direct to Barracks Int.

City, St. Louis; State, Mo.; Airport Name, Lambert Field; Elev., 568'; Fac. Class, ILS; Ident., I-STL; Procedure No. ILS-24, Amdt. 18; Eff. Date, 23 May 59; Sup. Amdt. No. 17; Dated, 7 Dec. 58

Salt Lake City LFR	LOM	Direct	6100	T-dn#	300-1	300-1	200-1½
Salt Lake City VOR	LOM	Direct	6100	C-dn	500-1	600-1	600-1½
Provo VOR	LOM	Direct	*10,000	S-dn-34L	200-1½	200-1½	200-1½
Riverton FM (Final)	LOM	Direct	6100	S-dn-34R	400-1	400-1	400-1
				A-dn	600-2	600-2	600-2

Radar transitions and vectoring utilizing Salt Lake City radar are authorized in accordance with approved radar patterns.

Procedure turn E or W side of S crs, 158° Outbnd, 338° Inbnd, 1600' within 5 mi of LOM. Beyond 5 mi NA. 80 reversal recommended for procedure turn.

Minimum altitude at glide slope int inbnd, 6100'.

Altitude of glide slope and distance to approach end of runway at Riverton FM, 0340-14.9; at LOM, 6028'-5.5; at LMM, 4457'-0.6.

Crs and distance, OM to Rwy 34R, 343°-5.3 mi.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished within 5.5 miles of LOM, make a left climbing turn, climb westbound on R-248 SLC or West crs SLC LFR, to 9000' within 20 mi. or, when directed by ATC, climb to 10,000' in a right hand one-minute pattern on R-329 or N crs LFR within 12 miles.

NOTE: Aircraft executing missed approach shall not climb above 6500' until past SLC VOR or LFR.

CAUTION: Terrain 11,253' m.s.l. approximately 8 mi E of localizer crs at Riverton FM.

#500-2 required for takeoff Runway 7.

\*Start descent at Glide Slope int. Glide Slope must be operative for this transition.

City, Salt Lake City; State, Utah; Airport Name, Salt Lake City No. 1; Elev., 4222'; Fac. Class, ILS; Ident., ISLC; Procedure No. ILS-34L, Amdt. 16; Eff. Date, 23 May 59; Sup. Amdt. No. 15; Dated, 4 Apr. 59

Andrews LFR	OM	Direct	1500	T-dn*	300-1	300-1	200-1½
Springfield MHW	OM	Direct	1500	C-dn	600-1	600-1	600-1½
Andrews LFR via crs 273	ILS S crs	Direct	**1500	S-dn-36*	200-1½	200-1½	200-1½
Donecaster (VHF) Int via crs 033°	ILS S crs	Direct	**1500	A-dn	600-2	600-2	600-2
Donecaster L/MF Int via crs 033°	ILS S crs	Direct	**1500				
Radar Terminal area transition altitudes	OM	E, W and S quad of DCA LFR N quadrant.	1500 within 25 mi. 1800 within 25 mi. 2500 within 40 mi.				
		All quadrants (exclusive of restricted areas).					

\*Runway visual range 2600' also authorized for takeoff and landing on Rwy 36: *Provided*, That all components of the ILS, high intensity runway lights, approach lights, condenser discharge flashers, middle and outer compass locators and all related airborne equipment are in satisfactory operating condition. Descent below 216' msl shall not be made visual contact with the approach lights has been established or the aircraft is clear of clouds.

\*\*After interception of localizer crs inbnd, descent on glide slope to cross outer marker at 1360' on final is authorized.

Procedure turn W side S crs, 183° Outbnd, 003° Inbnd, 1400' within 10 miles of OM (non-standard due to traffic).

Minimum altitude at G.S. int inbnd, 1400'.

Altitude of G.S. and distance to appr end of rwy at OM 1360-4.6, at MM 205-0.5.

If visual contact not established upon descent to authorized landing minimums or if landing not accomplished, if contact not established at LMM, make climbing turn to as soon as practicable and climb to 1800' (or higher altitude if directed by ATC) on NW crs DCA LFR to Herndon Int.

CAUTION: Standard clearance not provided over obstructions within circling area of airport or within final approach area with glide slope inoperative.

MAJOR CHANGE: Deletes transition from Mt. Vernon Int.

City, Washington; State, D.C.; Airport Name, National; Elev., 16'; Fac. Class, ILS; Ident., DCA; Procedure No. ILS-36, Amdt. 11; Eff. Date, 23 May 59; Sup. Amdt. No. 10; Dated, 22 Feb. 58

## RULES AND REGULATIONS

These procedures shall become effective on the dates indicated on the procedures.

(Sec. 313(a), 72 Stat. 752; 49 U.S.C. 1354(a). Interpret or apply sec. 307, 72 Stat. 749; 49 U.S.C. 1348)

Issued in Washington, D.C., on April 24, 1959.

E. R. QUESADA,  
Administrator.

[F.R. Doc. 59-3632; Filed, Apr. 29, 1959;  
8:45 a.m.]

## Title 16—COMMERCIAL PRACTICES

### Chapter I—Federal Trade Commission

[Docket 7334]

### PART 13—DIGEST OF CEASE AND DESIST ORDERS

#### Jacob Bricker and Bricker Bros.

Subpart—Advertising falsely or misleadingly: § 13.155 Prices: Comparative; percentage savings. Subpart—Invoicing products falsely: § 13.1108 Invoicing products falsely: Fur Products Labeling Act. Subpart—Misbranding or mislabeling: § 13.1212 Formal regulatory and statutory requirements: Fur Products Labeling Act. Subpart—Neglecting, unfairly or deceptively, to make material disclosure: § 13.1845 Composition: Fur Products Labeling Act; § 13.1852 Formal regulatory and statutory requirements: Fur Products Labeling Act; § 13.1880 Old, used, reclaimed, or reused as unused or new: Fur Products Labeling Act.

(Sec. 6, 38 Stat. 721; 15 U.S.C. 46. Interpret or apply sec. 5, 38 Stat. 719, as amended; sec. 8, 65 Stat. 179; 15 U.S.C. 45, 69f) [Cease and desist order, Jacob Bricker trading as Bricker Bros., Detroit, Mich., Docket 7334, April 3, 1959]

This proceeding was heard by a hearing examiner on the complaint of the Commission charging a furrier in Detroit, Mich., with violating the Fur Products Labeling Act by failing to comply with the labeling and invoicing requirements, and by representations in advertising concerning comparative prices, percentage savings, and reductions from regular prices which were not based on adequate records, as required.

After acceptance of an agreement containing a consent order, the hearing examiner made his initial decision and order to cease and desist which became on April 3 the decision of the Commission.

The order to cease and desist is as follows:

*It is ordered*, That respondent Jacob Bricker, an individual trading as Bricker Bros., or under any other name, and his representatives, agents and employees, directly or through any corporate or other device, in connection with the introduction or manufacture for introduction into commerce, or the sale, advertising, offering for sale, transportation or distribution in commerce of fur products, or in connection with the sale, manufacture for sale, advertising, offering for

sale, transportation or distribution of fur products which have been made in whole or in part of fur which has been shipped and received in commerce, as "commerce", "fur" and "fur product" are defined in the Fur Products Labeling Act do forthwith cease and desist from:

1. Misbranding fur products by:

A. Failing to affix labels to fur products showing:

(1) The name or names of the animal or animals producing the fur or furs contained in the fur product as set forth in the Fur Products Name Guide and as prescribed under the rules and regulations;

(2) That the fur product contains or is composed of used fur, when such is the fact;

(3) That the fur product contains or is composed of bleached, dyed or otherwise artificially colored fur, when such is the fact;

(4) That the fur product is composed in whole or in substantial part of paws, tails, bellies, or waste fur, when such is the fact;

(5) The name, or other identification issued and registered by the Commission, of one or more persons who manufactured such fur product for introduction into commerce, introduced it into commerce, sold it in commerce, advertised or offered it for sale, in commerce, or transported or distributed it in commerce;

(6) The name of the country of origin of any imported furs contained in a fur product;

(7) The item number or mark assigned to a fur product.

B. Setting forth on labels affixed to fur products:

(1) Information required under section 4(2) of the Fur Products Labeling Act and the rules and regulations promulgated thereunder in abbreviated form;

(2) Information required under section 4(2) of the Fur Products Labeling Act and the rules and regulations promulgated thereunder, mingled with non-required information;

(3) Information required under section 4(2) of the Fur Products Labeling Act and the rules and regulations promulgated thereunder in handwriting.

C. Failing to disclose that fur products contain or are composed of "secondhand fur", when such is the fact.

D. Failing to set forth the information required under section 4(2) of the Fur Products Labeling Act and the rules and regulations promulgated thereunder in the required sequence.

E. Failing to set forth separately on labels attached to fur products composed of two or more sections containing different animal furs the information required under section 4(2) of the Fur Products Labeling Act and the rules and regulations promulgated thereunder with respect to the fur comprising each section.

2. Falsely or deceptively invoicing fur products by:

A. Failing to furnish invoices to purchasers of fur products showing:

(1) The name or names of the animal or animals producing the fur or furs contained in the fur products as set

forth in the Fur Products Name Guide and as prescribed under the rules and regulations;

(2) That the fur product contains or is composed of used fur, when such is the fact;

(3) That the fur product contains or is composed of bleached, dyed or otherwise artificially colored fur, when such is the fact;

(4) That the fur product is composed in whole or in substantial part of paws, tails, bellies, or waste fur, when such is the fact;

(5) The name and address of the person issuing such invoice;

(6) The name of the country of origin of any imported furs contained in a fur product;

(7) The item number or mark assigned to a fur product.

B. Failing to set forth the term "Persian Lamb" in the manner required.

C. Failing to set forth the term "Dyed Broadtail Processed Lamb" in the manner required.

D. Failing to set forth the information required under section 5(b)(1) of the Fur Products Labeling Act and the rules and regulations thereunder with respect to "new fur" or "used fur" added to fur products that have been repaired, restyled or remodeled.

3. Making price claims and representations respecting comparative prices, percentage savings claims or claims and representations that prices are reduced from regular or usual prices unless respondent maintains full and adequate records disclosing the facts upon which such claims or representations are based.

By "Decision of the Commission", etc., report of compliance was required as follows:

*It is ordered*, That respondent shall within sixty (60) days after service upon him of this order, file with the Commission a report in writing setting forth in detail the manner and form in which he has complied with the order to cease and desist.

Issued: April 3, 1959.

By the Commission.

[SEAL] ROBERT M. PARRISH,  
Secretary.

[F.R. Doc. 59-3640; Filed, Apr. 29, 1959;  
8:46 a.m.]

## Title 20—EMPLOYEES' BENEFITS

### Chapter II—Railroad Retirement Board

### PART 332—MILEAGE OR WORK RESTRICTIONS AND STAND-BY OR LAY-OVER RULES

Pursuant to the general authority contained in section 12 of the act of June 25, 1938 (52 Stat. 1094, 1107; 45 U.S.C. 362), Part 332 of the regulations under such act is adopted by Board Order 59-95, dated April 13, 1959, to read as follows:

Sec.

332.1 Statutory provisions.

332.2 General considerations.

332.3 Mileage and work restrictions.

## Sec. 332.4 Restrictions in extra service.

332.5 Equivalent of full-time work.

332.6 Standing by for and laying over between regularly assigned trips or tours of duty.

332.7 Consideration of evidence.

AUTHORITY: §§ 332.1 to 332.7 issued under sec. 12, 52 Stat. 1107, as amended; 45 U.S.C. 302.

## § 332.1 Statutory provisions.

\*\*\* (1) a day of unemployment, with respect to any employee, means a calendar day on which he is able to work and is available for work and with respect to which \*\*\* no remuneration is payable or accrues to him \*\*\* and (2) a "day of sickness", with respect to any employee, means a calendar day on which because of any physical, mental, psychological, or nervous injury, illness, sickness, or disease he is not able to work or which is included in a maternity period, and with respect to which \*\*\* no remuneration is payable or accrues to him \*\*\* *Provided, further, That any calendar day on which no remuneration is payable to or accrues to an employee solely because of the application to him of mileage or work restrictions agreed upon in schedule agreements between employers and employees or solely because he is standing by for or laying over between regularly assigned trips or tours of duty shall not be considered either a day of unemployment or a day of sickness.* (Section 1(k), Railroad Unemployment Insurance Act)

## § 332.2 General considerations.

(a) *Classes of service covered.* Conditions under which remuneration with respect to a day may not be payable to or accrue to an employee solely because of the application to him of a mileage or work restriction or solely because he is standing by for or laying over between regularly assigned trips or tours of duty exist in train-and-engine service, yard service, dining-car service, sleeping-car service, and other Pullman-car service, and similar service, and express service on trains. In the determination of a claim for benefits of an employee in any other service, the employee's lack of remuneration with respect to any claimed day shall be presumed not to be due solely to the application of a mileage or work restriction or solely to his standing by for or laying over between regularly assigned trips or tours of duty.

(b) *Sickness claims.* An employee who, in connection with a claim to a day as a day of sickness, is held to be not able to work because of any physical, mental, psychological, or nervous injury, illness, sickness, or disease shall not be considered to lack remuneration with respect to such day solely because of the application to him of mileage or work restrictions or solely because he is standing by for or laying over between regularly assigned trips or tours of duty.

## § 332.3 Mileage and work restrictions.

Subject to the provisions of § 332.2(b), a day shall not be considered as a day of unemployment or as a day of sickness with respect to an employee if no remuneration is payable or accrues to him solely because of the application to him of a mileage or work restriction agreed upon in a written agreement between his employer and employees of his employer, or authorized pursuant to such written agreement. Provisions of agreements

setting overtime or other premium rates of pay shall not be regarded as work restrictions. Mileage or work restrictions shall be considered as applicable to an employee with respect to any day on which he is out of service because of having reached or exceeded the maximum mileage, earnings, or hours of work prescribed in such an agreement, or authorized pursuant to such an agreement. Performance of other work by an employee while he is out of service because of having reached or exceeded the maximum mileage, earnings, or hours of work shall not serve to make the mileage or work restriction inapplicable to him.

## § 332.4 Restrictions in extra service.

Mileage or work restrictions shall be considered to exist in rotating extra board, pool, or chain gang service when there is in effect an arrangement between the employer and its employees for increasing or decreasing the number of employees in such service according to the amount of work available. When the arrangement is such that an employee in extra board, pool, or chain gang service gets the equivalent of full-time work, his lack of remuneration on any non-work day shall, subject to the provisions of § 332.2(b), be considered as due solely to the application to him of a mileage or work restriction.

## § 332.5 Equivalent of full-time work.

In determining whether an employee has the equivalent of full-time work, consideration shall be given to the provisions of labor-management agreements prescribing the number of miles or hours' credit constituting a basic work day, week, or month in his occupation or service. An employee shall be considered to have the equivalent of full-time work with respect to a fourteen-day registration period if the number of miles or hours' credit which he earned in such period equals fourteen-thirtieths of the number of miles or hours' credit constituting full-time work for a month, or twice the number of miles or hours' credit constituting full-time work for a week, in his occupation or service.

## § 332.6 Standing by for and laying over between regularly assigned trips or tours of duty.

Subject to the provisions of § 332.2(b), a day shall not be considered as a day of unemployment or as a day of sickness with respect to an employee if no remuneration is payable or accrues to him solely because he is standing by for or laying over between regularly assigned trips or tours of duty. Only employees who hold regular assignments may be regarded as standing by for or laying over between regularly assigned trips or tours of duty. In determining whether an employee has a regular assignment, consideration shall be given to whether the trips or tours of duty have definite starting times; whether there are a definite number of trips or tours of duty, either periodically or for the whole duration of the assignment; and whether there is a definite route of each trip or definite duration of each tour of duty. An employee who is separated from a regular assignment shall not be regarded

as standing by for or laying over between regularly assigned trips or tours of duty. An employee shall be deemed separated from a regular assignment when he is suspended or discharged from service or displaced by a senior employee or held out of service for investigation or discipline, or when his regular assignment is abolished or discontinued.

## § 332.7 Consideration of evidence.

An employee shall be requested to furnish such information as to any mileage or work restrictions or as to lay-over or stand-by status as may be necessary for the determination of his claim. An employee's statement in connection with his claim that he was not out of service because of a lay-over or stand-by rule or because of a mileage or work restriction shall, in the absence of evidence to the contrary, be accepted as sufficient for a finding on that point. An employee's report of the number of miles or hours' credit earned in rotating extra board, pool, or chain gang service shall, in the absence of evidence to the contrary, be accepted as correct for purposes of determining whether he had the equivalent of full-time work during the period covered by his claim. When it appears clear that an employee in rotating extra board, pool, or chain gang service who fails to report the number of miles or hours' credit earned on days in the period covered by his claim form was not employed on enough days to have had the equivalent of full-time work in the period, no additional information as to mileage or work restrictions shall be deemed necessary for the determination of his claim.

Dated: April 23, 1959.

By authority of the Board.

MARY B. LINKINS,  
Secretary of the Board.

[F.R. Doc. 59-3651; Filed, Apr. 29, 1959;  
8:47 a.m.]

## Title 24—HOUSING AND HOUSING CREDIT

### Chapter II—Federal Housing Administration, Housing and Home Finance Agency

#### MISCELLANEOUS AMENDMENTS TO CHAPTER

Chapter II of Title 24 is amended in the following respects:

##### SUBCHAPTER D—MULTIFAMILY AND GROUP HOUSING INSURANCE

#### PART 232—MULTIFAMILY HOUSING INSURANCE; ELIGIBILITY REQUIREMENTS OF MORTGAGE COVERING MULTIFAMILY HOUSING

In § 232.19, paragraph (h) is amended to read as follows:

##### § 232.19 Required supervision of private mortgagors.

(h) Advance amortization requirements. If prior to the beginning of

## RULES AND REGULATIONS

amortization, net income as defined by the Commissioner, is received as a result of rental of the mortgaged property, such income shall be applied either to advance amortization or to offset the cost of project capital improvements which are approved by the Commissioner. The application of such net income to advance amortization or cost of capital improvements shall be in such proportion as the Commissioner may prescribe.

**PART 233—RENTAL HOUSING INSURANCE; RIGHTS AND OBLIGATIONS OF MORTGAGEE**

In § 233.3, paragraph (a) is amended to read as follows:

**§ 233.3 Adjusted premium charge.**

(a) In the event the principal obligation of any mortgage accepted for insurance is paid in full prior to maturity, the mortgagee shall, within thirty days thereafter, notify the Commissioner of the date of such prepayment and shall pay to the Commissioner an adjusted premium charge computed as follows:

(1) Two percent of the original face amount of the prepaid mortgage where the mortgage is prepaid within five years from the date of the initial endorsement for insurance; or

(2) One percent of the original face amount of the prepaid mortgage where the mortgage is prepaid after five years from the date of initial endorsement for insurance; or

(3) The relevant percentage as set forth in subparagraph (1) or (2) of this paragraph applied to the difference between the original face amount of the mortgage and the aggregate face amount of a new mortgage or mortgages, if at the time of prepayment:

(i) There is placed upon the mortgaged property a new insured mortgage or mortgages in an amount less than the original principal amount of the mortgage; or

(ii) The Commissioner has accepted an adjusted premium charge under an agreement providing that if new insured mortgages are placed on part or all of the property, within a period of time not to exceed one year from the date of prepayment, the adjusted premium charge previously collected will be refunded in whole or in part. In the event of the acceptance of such agreement the refund, if any, shall be computed only after the termination of the agreement or after the sale of all property or properties, whichever occurs first, and no refund shall be made prior to such computation.

(Sec. 211, 52 Stat. 23; 12 U.S.C. 1715b. Interpret or apply sec. 207, 52 Stat. 16, as amended, 12 U.S.C. 1713.)

**SUBCHAPTER I—WAR RENTAL HOUSING INSURANCE**

**PART 282—MULTIFAMILY WAR HOUSING INSURANCE; RIGHTS AND OBLIGATIONS OF MORTGAGEE UNDER INSURANCE CONTRACT**

In § 282.4, paragraph (a) is amended to read as follows:

**§ 282.4 Prepayment premium charges.**

(a) In the event the principal obligation of any mortgage accepted for insurance is paid in full prior to maturity, the mortgagee shall, within thirty days thereafter, notify the Commissioner of the date of such prepayment and shall pay to the Commissioner an adjusted premium charge computed as follows:

(1) Two percent of the original face amount of the prepaid mortgage where the mortgage is prepaid within five years from the date of the initial endorsement for insurance; or

(2) One percent of the original face amount of the prepaid mortgage where the mortgage is prepaid after five years from the date of initial endorsement for insurance; or

(3) The relevant percentage as set forth in subparagraph (1) or (2) of this paragraph applied to the difference between the original face amount of the mortgage and the aggregate face amount of a new mortgage or mortgages, if at the time of prepayment:

(i) There is placed upon the mortgaged property a new insured mortgage or mortgages in an amount less than the original principal amount of the mortgage; or

(ii) The Commissioner has accepted an adjusted premium charge under an agreement providing that if new insured mortgages are placed on part or all of the property, within a period of time not to exceed one year from the date of prepayment, the adjusted premium charge previously collected will be refunded in whole or in part. In the event of the acceptance of such agreement the refund, if any, shall be computed only after the termination of the agreement or after the sale of all property or properties, whichever occurs first, and no refund shall be made prior to such computation.

(Sec. 607, 55 Stat. 61, as amended; 12 U.S.C. 1742. Interprets or applies sec. 608, 56 Stat. 303, as amended; 12 U.S.C. 1743.)

Issued at Washington, D.C., April 24, 1959.

[SEAL]

C. B. SWEET,  
Acting Federal  
Housing Commissioner.

[F.R. Doc. 59-3656; Filed, Apr. 29, 1959;  
8:48 a.m.]

**Chapter III—Public Housing Administration, Housing and Home Finance Agency**

**PART 320—LOW-RENT HOUSING PROGRAM**

**Low-Rent Projects**

Section 320.6 *Federally owned low-rent housing*, is amended as follows:

The list of low-rent projects shown therein is amended to read as follows:

**CALIFORNIA**

Arvin, Shafter; Housing Authority of the County of Kern, Post Office Box 1478, Bakersfield, Calif.

Brawley, Housing Authority of the County of Imperial, Post Office Box 1001, Brawley, Calif.

**INDIANA**

Lockefield Gardens; Public Housing Administration, 900 Indiana Avenue, Indianapolis 2, Ind.

**OKLAHOMA**

Cherokee Terrace; Public Housing Administration, Cherokee Terrace, 619 East Main Street, Enid, Okla.

Will Rogers Court; Public Housing Administration, 1620 Heyman Street, Will Rogers Court, Oklahoma City 8, Okla.

**WASHINGTON**

Salishan; Housing Authority of the City of Tacoma, 1728 East 44th Street, Tacoma 4, Wash.

(Sec. 8, 50 Stat. 891, as amended; 42 U.S.C. 1408)

Approved: April 22, 1959.

[SEAL] CHARLES E. SLUSHER,  
Commissioner.

[F.R. Doc. 59-3650; Filed, Apr. 29, 1959;  
8:47 a.m.]

**Title 43—PUBLIC LANDS:  
INTERIOR**

**Chapter I—Bureau of Land Management, Department of the Interior**

**APPENDIX—PUBLIC LAND ORDERS**

[Public Land Order 1796]

[Nevada 044346]

**NEVADA**

**Reserving Lands Within the Humboldt National Forest for Use of the Forest Service as Administrative Sites and Recreation Areas**

**Correction**

In F.R. Doc. 59-1640, appearing at page 1414 of the issue for Thursday, February 26, 1959, the following change should be made:

The first line under Salmon Creek Administrative Site should read: "T. 47 N., R. 54 E., unsurveyed;".

## PROPOSED RULE MAKING

## DEPARTMENT OF THE INTERIOR

Bureau of Reclamation

[ 43 CFR Part 412 ]

COLUMBIA BASIN PROJECT,  
WASHINGTONProcedures for Determining Eligibility  
To Receive Water

Notice is hereby given that, pursuant to the authority vested in the Secretary of the Interior by section 8 of the act of March 10, 1943 (57 Stat. 20; 16 U.S.C. 835c-4), it is proposed to issue regulations, as set forth below, prescribing the procedures for determining eligibility to receive water on the Columbia Basin Project, Washington.

The proposed regulations relate to matters which are exempt from the rule making requirements of the Administrative Procedure Act (60 Stat. 238; 5 U.S.C. 1003); however, it is the policy of the Department of the Interior that, wherever practicable, the rule making requirements be observed voluntarily. Accordingly, interested persons may submit written comments, suggestions, or objections with respect to the proposed regulations to the Project Manager, Bureau of Reclamation, Ephrata, Washington, or the Office of the Solicitor, Department of the Interior, Washington, D.C., within 30 days of the date of publication of this notice in the **FEDERAL REGISTER**.

## Sec.

- 412.1 Purpose.
- 412.2 Definitions; addresses.
- 412.3 Review of water applications by Project Manager.
- 412.4 Favorable action on application.
- 412.5 Unfavorable action on application.
- 412.6 Request for hearing.
- 412.7 Cessation or suspension of delivery of water; order to show cause; answer.
- 412.8 Notice of hearing.
- 412.9 Prehearing conferences.
- 412.10 Postponements.
- 412.11 Authority of Examiner.
- 412.12 Evidence.
- 412.13 Transcripts and fees.
- 412.14 Findings and conclusions; decision by examiner; submission to Secretary for decision.
- 412.15 Appeal to Secretary.
- 412.16 Service.
- 412.17 Basis for decision; record.
- 412.18 Official notice.
- 412.19 Extensions of time.
- 412.20 Computation of time.
- 412.21 Regulations governing practice before the Department.
- 412.22 Power of the Secretary.
- 412.23 Effect of decision pending appeal.

AUTHORITY: §§ 412.1 to 412.23 issued under Sec. 8, 57 Stat. 20; 16 U.S.C. 835c-4.

## § 412.1 Purpose.

The regulations in this part prescribe the procedures for determining eligibility to receive water on the Columbia Basin Project, Washington, and supplement the regulations in Part 404 of this chapter.

## § 412.2 Definitions; addresses.

(a) As used in this part the term "Project Manager" means the Project Manager, Columbia Basin Project, Bureau of Reclamation. Communications should be addressed to Project Manager, Bureau of Reclamation, Post Office Box 368, Ephrata, Washington.

(b) As used in this part the term "Secretary" means the Secretary of the Interior or his authorized representative. Communications should be addressed to Secretary of the Interior, Washington 25, D.C.

## § 412.3 Review of water applications by Project Manager.

(a) The Project Manager shall review each application for water filed with him pursuant to Part 404 of this chapter. On the basis of the application and such other information as may be available, he shall initially determine whether the farm unit or units covered by the application are eligible to receive water for that irrigation season.

## § 412.4 Favorable action on application.

If the Project Manager determines that the farm unit or units covered by an application are eligible to receive water, he shall place the unit or units on the project's eligibility list so that the applicant may be informed thereof.

## § 412.5 Unfavorable action on application.

If the Project Manager determines that the farm unit or units covered by an application are not eligible to receive water, he shall notify the applicant by letter sent registered or certified mail, return receipt requested. In the letter to the applicant, the Project Manager shall set forth the reasons for his determination and shall inform the applicant of his right to answer and to request a hearing before an examiner if the request is made within the period prescribed in § 412.6. Also, any lessees or mortgage holders who are listed on the application or who have notified the Project Manager of their interest should be notified of such action.

## § 412.6 Request for hearing.

(a) If the Project Manager has determined that the farm unit or units covered by an application are not eligible to receive water, the applicant may request in writing that there be a hearing on the application before an examiner. The applicant shall not be entitled to a hearing unless such a written request is filed with or mailed to the Project Manager within 30 days after receipt of the letter informing the applicant of the determination of the Project Manager. The applicant shall accompany his request with a statement of the reasons why he believes that the farm unit or units are eligible to receive water.

(b) If, after receipt within the appropriate period of time prescribed in

paragraph (a) of this section of a written request for a hearing on an application before an examiner and upon consideration of the statement of reasons made by the applicant, the Project Manager concludes that the farm unit or units are eligible to receive water, he shall notify the applicant, lessees and mortgage holders by letter, otherwise, the Project Manager shall transmit the application, his letter to the applicant, and the applicant's request and reply to an examiner for hearing, and so notify the applicant.

## § 412.7 Cessation or suspension of delivery of water; order to show cause; answer.

(a) In addition to the determinations to be made pursuant to §§ 412.4 and 412.5 and at any time if the Project Manager determines that, under the Columbia Basin Project Act or the regulations issued thereunder, or the recordable contracts executed pursuant to that act, it is improper to deliver water to a farm unit or units, he shall issue an order to show cause why delivery of water should not be withheld, stopped or suspended. The order shall be sent certified mail, return receipt requested, to the owner of the farm unit or units or to the contract purchaser if there is one.

(b) The order to show cause shall state the facts and the specific provisions of the Columbia Basin Project Act, the regulations, or the recordable contracts which constitute the reasons for the conclusion that it is improper to deliver water. The order shall also inform the person to whom it is issued of the provisions of paragraph (c) of this section.

(c) Within 30 days after receipt of the order to show cause, the person to whom it was sent must file with or mail to the Project Manager an answer, in duplicate, to the order. Failure to answer as required will be taken as an admission that it would be improper, for the reasons stated in the order to show cause, to deliver water to the farm unit or units covered by the order. If, after receipt of the answer, the Project Manager is satisfied that no reason exists to withhold, stop or suspend the delivery of water, he shall withdraw the order to show cause and notify the person of the withdrawal. Otherwise, the Project Manager shall forward a copy of the order to show cause and the answer to an examiner for hearing, and shall so notify the owner or contract purchaser. Lessees and mortgage holders should also be furnished a copy of the order to show cause for their information.

## § 412.8 Notice of hearing.

The examiner to whom a matter is referred by the Project Manager pursuant to § 412.6 or § 412.7 shall fix a place and date for the hearing and notify the applicant or the person to whom the order to show cause was issued and the Project Manager at least 30 days in advance of the date set. The private party and the

## PROPOSED RULE MAKING

Project Manager may request or consent to an earlier date. The notice shall include (a) the time, place, and nature of the hearing, (b) the legal authority and jurisdiction under which the hearing is to be held, and (c) the matters of fact and law asserted.

**§ 412.9 Prehearing conferences.**

(a) The examiner may in his discretion, on his own motion or on motion of the private party or of the Project Manager, direct the parties or their representatives to appear at a specified time and place for a prehearing conference to consider: (1) The simplification of the issues, (2) the necessity of amendments to the pleadings, (3) the possibility of obtaining stipulations, admissions of facts and agreements to the introduction of documents, (4) the limitation of the number of expert witnesses, and (5) such other matters as may aid in the disposition of the proceedings.

(b) The examiner shall make an order which recites the action taken at the conference, the amendments allowed to the pleadings, and the agreements made as to any of the matters considered, and which limits the issues for hearing to those not disposed of by admission or agreements. Such order shall control the subsequent course of the proceedings before the examiner unless modified for good cause by subsequent order.

**§ 412.10 Postponements.**

(a) Postponements of hearings will not be allowed upon the request of the private party or of the Project Manager except upon a showing of good cause and proper diligence. A request for a postponement must be served upon all parties to the proceeding and filed in the office of the examiner at least 10 days prior to the date of the hearing. In no case will a request for postponement served or filed less than 10 days in advance of the hearing or made at the hearing be granted unless the party requesting it demonstrates that an extreme emergency occurred which could not have been anticipated and which justifies beyond question the granting of a postponement. In any such emergency, if time does not permit the filing of such request prior to the hearing, the request may be made orally at the hearing.

(b) The request for a postponement must state in detail the reasons why a postponement is necessary. If a request is based upon the absence of witnesses, it must state what the substance of the testimony of the absent witnesses would be. No postponement will be granted if the adverse party or parties file with the examiner within 5 days after the service of the request a statement admitting that the witnesses on account of whose absence the postponement is desired would, if present, testify as stated in the request. If time does not permit the filing of such statement prior to the hearing, the statement may be made orally at the hearing.

(c) Only one postponement will be allowed to a party on account of the absence of witnesses unless the party requesting a further postponement shall at the time apply for an order to take the

testimony of the alleged absent witnesses by deposition.

**§ 412.11 Authority of examiner.**

The examiner is vested with general authority to conduct the hearing in an orderly and judicial manner, to administer oaths, to call and question witnesses, to take and cause depositions and interrogatories to be taken, and to make a decision. So far as is not inconsistent with a prehearing order, the examiner may seek to obtain stipulations as to material facts and the issues involved and may state any other issues on which he may wish to have evidence presented. He may exclude irrelevant issues.

**§ 412.12 Evidence.**

(a) All oral testimony shall be under oath and witnesses shall be subject to cross examination. The examiner may question any witness. Documentary evidence may be received if pertinent to any issue. The examiner will summarily stop examination and exclude testimony which is obviously irrelevant and immaterial.

(b) Objections to evidence will be ruled upon by the examiner. Such will be considered, but need not be separately ruled upon in a decision on appeal. Where a ruling of an examiner sustains an objection to the admission of evidence, the party affected may insert in the record, as a tender of proof, a summary written statement of the substance of the excluded testimony, and the objecting party may then make an offer of proof in rebuttal.

**§ 412.13 Transcripts and fees.**

(a) Each private party and the Government, acting through the Project Manager will be required to pay the reporter's fees for the respective testimony of their witnesses, except that:

(1) If the decision is adverse to the private party he must pay all of the reporter's fees and the examiner will notify him of the amount assessed at the time he announces his decision.

(2) If the decision is adverse to the Government, the private party will be relieved of payment of any reporter's fees.

(3) If the private party files with the examiner 15 days before a hearing an affidavit supporting a request that the private party is financially unable to pay for reporter's fees, the examiner may, in his discretion, approve such request and relieve the private party from payment of any reporter's fees.

(b) Each party must pay for any copies of the transcript obtained by him.

**§ 412.14 Findings and conclusions; decision by examiner; submission to Secretary for decision.**

(a) At the conclusion of the testimony the parties at the hearing shall be given a reasonable time by the examiner, considering the number and complexity of the issues and the amount of testimony, to submit to the examiner proposed findings of fact and conclusions of law and reasons in support thereof or to stipulate to a waiver of such findings and conclusions.

(b) As promptly as possible after the time allowed for presenting proposed findings and conclusions, the examiner shall make findings of fact and conclusions of law (unless waiver has been stipulated), giving the reasons therefor, upon all the material issues of fact, law, or discretion presented on the record. The examiner may adopt the findings of fact and conclusions of law proposed by one or more of the parties if they are correct. He must rule upon each proposed finding and conclusion submitted by the parties and such ruling shall be shown in the record. The examiner will render a written decision in the case which shall become a part of the record and shall include a statement of his findings and conclusions, as well as the reasons or basis therefor, and his rulings upon the findings and conclusions proposed by the parties if such rulings do not appear elsewhere in the record. A copy of the decision will be served upon all parties to the case.

(c) The Secretary may require, in any designated case, that the examiner make only a recommended decision and that the decision and the record be submitted for consideration. The recommended decision shall meet all the requirements for a decision set forth in paragraph (b) of this section. The decision by the Secretary shall be the final decision and shall include such additional findings and conclusions as do not appear in the recommended decision and the record shall include such rulings on proposed findings and conclusions submitted by the parties as have not been made by the examiner.

**§ 412.15 Appeal to Secretary.**

(a) Any party, including the Project Manager, may appeal from the decision of the examiner to the Secretary as provided in this section.

(b) A person other than the Project Manager who wishes to appeal to the Secretary must file with or mail to the Project Manager a notice that he wishes to appeal. The notice of appeal must identify the case and must be filed with or mailed to the Project Manager within 30 days after the person taking the appeal received the decision he is appealing from. No extension of time will be granted for filing this notice. A notice of appeal which is filed late will not be considered and the case will be closed. The notice of appeal may include a statement of the reasons for the appeal and any arguments the appellant wishes to make. An appeal by the Project Manager shall be effective only if the Project Manager advises the other party within 30 days from the date of decision of such appeal.

(c) If the notice of appeal did not include a statement of the reasons for the appeal, such a statement must be filed with or mailed to the Secretary within 30 days after the notice of appeal is filed or mailed. An appeal may be summarily dismissed for failure to mail or file the statement of reasons within the time required. In any case the appellant will be permitted to file with the Secretary additional statements of reasons and written arguments or briefs within the

30-day period after he mailed or filed the notice of appeal.

(d) The appellant must serve a copy of the notice of appeal and any statements of reasons, written arguments or briefs on each opposite party not later than 15 days after filing the document. An appeal may be summarily dismissed for failure to serve within the time required.

(e) If any party served with notice of appeal wishes to reply, he must file an answer within 30 days after receipt of the notice of appeal or statement of reasons where such statement was not included in the notice of appeal. If new or additional reasons are filed by the appellant the adverse party shall have 30 days after receipt thereof within which to answer them. The answer must state the reasons why the answerer thinks the appeal should not be sustained. Answers must be filed with or mailed to the Secretary, and must be served upon appellant not later than 15 days thereafter. Failure to answer will not result in default. If an answer is not filed and served within the time required, it may be disregarded in deciding the appeal.

(f) The decision by the Secretary shall be final and copies of the decision will be mailed to the interested parties. The Secretary may, before rendering a decision, remand any case for further hearing if he considers such action necessary to develop the facts.

#### § 412.16 Service.

(a) Wherever the regulations in this part require that a copy of a document be served upon a person, service may be made by delivering the copy personally to him or by sending the document by registered or certified mail, return receipt requested, to his address of record in the Bureau.

(b) In any case service may be proved by an acknowledgment of service signed by the person to be served. Personal service may be proved by a written statement of the person who made such service. Service by registered or certified mail may be proved by a post office return receipt showing that the document was delivered at the person's record address or showing that the document could not be delivered to such person at his record address because he had moved therefrom without leaving a forwarding address or because delivery was refused at that address or because no such address exists. Proof of service of a copy of a document should be filed in the same office in which the document is filed except that proof of service of a notice of appeal should be filed in the office of the Secretary if the proof of service is filed later than the notice of appeal.

(c) A document will be considered to have been served at the time of personal service, of delivery of a registered or certified letter, or of the return by the post office of an undelivered registered or certified letter.

(d) In all cases where a party is represented by an attorney, service of any document relating to the proceeding may be made upon such attorney and will be deemed to be service on the party he represents. Where a party is represented

by more than one attorney, service upon one of the attorneys shall be sufficient.

#### § 412.17 Basis for decision; record.

The record of a hearing shall consist of the transcript of testimony, the exhibits, together with all papers and requests filed in the hearing. The record made shall be the sole basis for decision, except to the extent that official notice may be taken as provided in § 412.18.

#### § 412.18 Official notice.

Official notice may be taken of the contents of the approved plats of survey and other public records of the Department of the Interior and of any matter of which the courts may take judicial notice. Where a decision in a case in which a hearing has been held rests upon official notice of a material fact relating to an issue upon which the hearing was held, the decision will so state and will allow any party upon request to have an opportunity to show to the contrary. Such request must be filed and served within the time and in the manner prescribed in the decision. Where a decision or recommendation has rested upon such official notice and has afforded the parties an opportunity to show to the contrary, no further opportunity to show to the contrary will be allowed.

#### § 412.19 Extensions of time.

(a) With the exception of the time fixed for filing a notice of appeal, a Project Manager, or an examiner, respectively, may extend the time for filing or serving any document that is to be filed with him.

(b) A request for an extension of time must be filed within the time allowed for the filing or serving of the document and must be filed in the same office in which the document in connection with which the extension is requested must be filed.

#### § 412.20 Computation of time.

In computing any period of time prescribed for filing and serving a document, the day upon which the decision or document to be appealed from or answered was received or the day of any other event after which the designated period of time begins to run is not to be included. The last day of the period so computed is to be included unless it is a Saturday, Sunday, Federal legal holiday, or other non-business day, in which event the period runs until the end of the next day which is not a Saturday, Sunday, Federal legal holiday, or other non-business day. When the time prescribed or allowed is less than 7 days, intermediate Saturdays, Sundays, Federal legal holidays, and other non-business days shall be excluded in the computation.

#### § 412.21 Regulations governing practice before the Department.

Every individual who wishes to practice before the Department of the Interior, must comply with the requirements of Part 1 of this title.

#### § 412.22 Power of the Secretary.

Nothing in this part shall be construed to deprive the Secretary of any power conferred upon him by law.

#### § 412.23 Effect of decision pending appeal.

A decision pursuant to § 412.7 will not be effective during the time in which a person adversely affected may file a notice of appeal, and the timely filing of such notice of appeal will suspend the effect of the decision appealed from pending the decision on appeal. However, when the public interest requires, the person to whom an appeal may be or is taken may provide that a decision or any part of it shall be in full force and effect immediately. The Project Manager shall recommend to the examiner when submitting an order to show cause pursuant to § 412.7(c) whether the decision shall be suspended pending the examiner's decision. The Secretary may so order an appeal from the examiner.

FRED A. SEATON,  
*Secretary of the Interior.*

APRIL 27, 1959.

[F.R. Doc. 59-3664; Filed, Apr. 29, 1959;  
8:49 a.m.]

## DEPARTMENT OF AGRICULTURE

### Commodity Stabilization Service

#### [7 CFR Part 813]

### DOMESTIC BEET SUGAR AREA

#### Recommended Decision and Opportunity To File Written Exceptions With Respect to Allotment of 1959 Sugar Quota for Consumption Within Continental United States

Pursuant to the provisions of the Sugar Act of 1948, as amended (61 Stat. 922, as amended, hereinafter referred to as the "act"), and the applicable rules of practice and procedure (7 CFR 801.1 et seq) notice is hereby given of the filing with the Hearing Clerk of the Recommended Decision of the Administrator, Commodity Stabilization Service, United States Department of Agriculture, with respect to a proposed order of the Secretary of Agriculture for the allotment of the 1959 sugar quota for the Domestic Beet Sugar Area. Interested persons may file written exceptions to this recommended decision and proposed order, together with supporting reasons therefor, with the Hearing Clerk, United States Department of Agriculture, Washington 25, D.C., within 10 days after the date of filing of the recommended decision with the Hearing Clerk, which date shall be the date of publication of this notice in the FEDERAL REGISTER. The date of filing of written exceptions with the Hearing Clerk by mail shall be the postmark date of submission of such exceptions.

*Preliminary statement.* Section 205 (a) of the act requires the Secretary to allot a quota whenever he finds that the allotment is necessary, among other things to (1) prevent disorderly marketing of sugar or liquid sugar and (2) afford all interested persons an equitable opportunity to market sugar or liquid sugar. Section 205(a) also requires that such allotment be made after such hear-

## PROPOSED RULE MAKING

ing and upon such notice as the Secretary may prescribe.

Pursuant to the applicable rules of practice and procedure a preliminary finding was made that allotment of the quota is necessary and a notice was published on March 5, 1959 (24 F.R. 1661) of a public hearing to be held in Washington, D.C., Room 5862, South Building, U.S. Department of Agriculture, on March 19, 1959, beginning at 10:00 a.m., e.s.t., for the purpose of receiving evidence to enable the Secretary (1) to affirm or revoke the preliminary findings of necessity for allotments, (2) to establish a fair, efficient and equitable allotment of the 1959 quota for the Domestic Beet Sugar Area for the calendar year 1959, (3) to revise or amend the allotment of the quota for the purposes of (a) allotting any increase or decrease in the quota, (b) prorating any deficit in the allotment for any allottee, and (c) substituting final data for estimates of such data and, (4) to provide for the applicability of certain marketings to allotments.

The hearing was held at the time and place specified in the notice and testimony was given with respect to all issues referred to in the hearing notice.

In arriving at the findings, conclusions and regulatory provisions of this proposed order, all proposed findings and conclusions were carefully and fully considered in conjunction with the record evidence pertaining thereto.

The following portions of the Administrator's recommended decision consisting of the basis for his proposed findings and conclusions, proposed findings and conclusions, and proposed determination are set forth in form and language appropriate for issuance if adopted by the Secretary as his findings and conclusions and final determination.

*Basis for findings and conclusions.* Section 205(a) of the Act reads in pertinent part as follows:

\*\*\* Allotments shall be made in such manner and in such amounts as to provide a fair, efficient, and equitable distribution of such quota or proration thereof, by taking into consideration the processings of sugar or liquid sugar from sugar beets or sugarcane to which proportionate shares, determined pursuant to the provisions of subsection (b) of section 302, pertained; the past marketings or importations of each such person and the ability of such persons to market or import that portion of such quota or proration thereof allotted to him \*\*\*

The record of the hearing indicates that the prospective supply of domestic beet sugar available for marketing in 1959 exceeds the quota for that area to an extent that allotment of the quota is necessary (R. 9).

All three factors specified in the provision of the law quoted above have been considered by the formula on which this allotment of the 1959 Domestic Beet Sugar Area quota is based (R. 18). The formula follows the proposal made in the record and as recommended to the Government by an industry task force (R. 14, 15; Ex. 5). The Government witness proposed that the allotment procedure should provide for the determination of allotments in short tons, raw value, in the

manner used in the 1958 allotment order (R. 20).

The method herein adopted provides for the determination of allotments in short tons, raw value, as required by the Act, and provides for full application of the formula in determining allotments of any quota.

Production of sugar from 1958-crop sugar beets, exclusive of known quantities to which proportionate shares did not pertain, is the most up-to-date measure of the "processings" factor available to represent the operations for a full year for each processor. A weighting of 75 percent to the processing factor in determining base allotments appears consistent with the importance of this factor considering that sugar produced from the 1958 crop will represent approximately 80 percent of the sugar to be marketed within the 1959 quota (R. 18, 19).

The factor "past marketings" when measured by the 1954-58 average annual marketings within allotments and weighted 25 percent in determining base allotments and when considered in conjunction with other provisions of the allotment method herein adopted, which are applicable to 1959, contributes to an orderly rate of change in marketings of each processor relative to the marketings of others (R. 19). The base period is long enough to incorporate a variety of experiences representative of the sharing of marketings during the immediate past. In the allotment method adopted herein the "ability to market" factor is partially reflected in the measures of the other two factors. Additional consideration is appropriately given this factor by adjusting base allotments for January 1, 1959, inventory imbalances as set forth in detail in the findings (R. 19).

The allotment method as set forth in the findings recognizes the "hardships" provision of section 205(a) of the act (R. 19).

All findings and conclusions, including those dealing with issues not discussed above, are based on single proposals in the record from which there were no dissents (R. 25).

*Findings and conclusions.* On the basis of the record of the hearing, I hereby find and conclude that:

(1) For the calendar year 1959 Domestic Beet Sugar processors will have available for marketing from 1958-crop sugar beets about 1,630,000 short tons, raw value, of sugar. This quantity of sugar, together with production of sugar from 1959-crop beets, will result in a supply of sugar available for marketing in 1959 sufficiently in excess of the anticipated 1959 quota for the Domestic Beet Sugar Area to cause disorderly marketing and prevent some interested persons from having equitable opportunities to market sugar.

(2) The allotment of the 1959 Domestic Beet Sugar Area quota for consumption within the continental United States is necessary to prevent disorderly marketing and to afford all interested persons equitable opportunities to market sugar processed from sugar beets in that area.

(3) Processings of sugar from 1958-crop sugar beets, by each processor, exclusive of known quantities of sugar produced from sugar beets to which proportionate shares did not pertain is a fair, efficient and equitable measure of processings of sugar from the 1958-crop of sugar beets to which proportionate shares pertained.

(4) To assure a fair, efficient and equitable distribution of the 1959 Domestic Beet Sugar Area quota for consumption within the continental United States, the three factors specified in section 205(a) of the act shall be given consideration and allotments determined as follows:

(a) Base allotments shall first be determined by giving consideration to the processing and past marketing factors as follows:

(i) The factor processings from proportionate shares shall be measured by each processor's production of sugar from 1958-crop sugar beets, exclusive of known quantities of sugar produced from non-proportionate share beets, or the alternative measure provided for herein, expressed as a percentage of the total of such processings for all processors, and weighted by 75 percent: *Provided*, That in recognition of the "hardship" provision in section 205(a) of the act, an alternative measure derived as follows shall be used for any processor when the quantity so derived exceeds such processor's actual 1958-crop processings: (Processor's 1957-crop processings)  $\times$  (Industry total 1958-crop processings + Industry total 1957-crop processings)  $\times$  85 percent, except that such alternative measure shall not exceed 125 percent of such processor's actual 1958-crop processings.

(ii) The factor past marketings shall be measured by each processor's average annual marketings within his allotment for the years 1954 through 1958, expressed as a percentage of the total of the measure for all processors, and weighted by 25 percent.

(iii) The total of the percentages resulting from (i) and (ii), above, for each processor shall be multiplied by the Domestic Beet Sugar Area quota, in short tons, raw value, to determine his base allotment, in short tons, raw value.

(b) The factor "ability to market" shall be given consideration, in addition to that which is inherent in the consideration given to the other factors, by adjusting the base allotments, as determined in (a)(iii), above, for January 1, 1959, inventory imbalances to the extent and as determined below: *Provided*, however, That in such determination the January 1, 1959 effective inventory to be used for a processor subject to the hardship provision of (a)(i), above, shall be the total of his actual January 1, 1959 effective inventory plus the quantity by which his alternative measure of processings exceeds his actual 1958 processings.

(i) Compute the "plus" or "minus" January 1, 1959 inventory imbalance for each processor, by algebraically subtracting from his January 1, 1959 effective inventory his January 1, 1954-58 average

effective inventory adjusted proportionately so that the total of such adjusted average inventories of all processors are equal to the total January 1, 1959 effective inventories of all processors.

(ii) The "plus" adjustment applicable to the base allotment for each processor having a "plus" inventory imbalance, as determined in (b) (i) shall be the quantity that such imbalance exceeds 10 percent of his adjusted January 1, 1954-58 average effective inventory and such excess multiplied by 25 percent. Such adjustment for any processor shall not exceed 10 percent of his base allotment.

(iii) The "minus" adjustments applicable to the base allotments for processors having "minus" inventory imbalances shall be computed by prorating the total of the "plus" adjustments, as determined in (b) (ii), among such processors on the basis of their "minus" inventory imbalances. Such adjustment for any processor shall not exceed 10 percent of his base allotment.

(iv) The adjustments determined pursuant to (b) (ii) and (b) (iii), representing hundredweight of refined sugar, shall be multiplied by the factor 0.0535 to express such adjustments in short tons, raw value.

(c) Allotments for individual processors, in short tons, raw value, shall be the base allotment quantity as determined in (a) (iii) adjusted upward or downward,

respectively, on the basis of "plus" or "minus" adjustments as determined in (b) (iv). Such quantities when divided by 0.0535 express allotments in the equivalent hundredweight of refined sugar.

(5) The quantities of sugar and the percentages referred to in paragraph (4), above, are set forth in the following table. They are based on data as provided for in the hearing record including estimates for 1958 processings, 1958 marketings, and January 1, 1959 inventories which shall be used pending the availability and substitution of final data for such estimates, and as applied to the Domestic Beet Sugar Area quota of 1,998,717 short tons, raw value.

Processor	Processings from 1958-crop beets		Average Marketings Within Allotments 1954-58		Base Allotments		January 1 effective inventories, hundredweight refined			Adjustments to base allotments		Processor <sup>1</sup> allotments, short tons, raw value, (col. 6 or -col. 11)
	Hundred-weight refined	Percent of total	Hundred-weight refined	Percent of total	Percent of total 2× 0.75+ col. 4× 0.25	Short tons raw value (col. 5× quota)	1959	1954-58 average adjusted to col. 7 total	1959 inventory imbalances (col. 7 - col. 8)	Hundred-weight refined	Short tons, raw value, (col. 10× 0.0535)	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)
Amalgamated Sugar Co., The	5,900,000	14,2958	4,809,557	13,0474	13,9837	279,494	4,383,802	3,818,882	+564,920	+45,758	+2,448	281,942
American Crystal Sugar Co.	5,084,915	12,3208	5,167,539	14,0186	12,7453	254,742	3,969,779	4,673,767	-703,988	-44,041	-2,356	252,386
Buckeye Sugars, Inc.	200,670	4,862	177,162	4,806	4,848	9,692	142,004	145,198	-3,194	-200	-11	9,681
Franklin County Sugar Co.	190,262	4,610	191,459	5,194	4,756	9,506	108,399	109,496	-1,097	-69	-3	9,503
Great Western Sugar Co., The	10,391,806	25,1795	8,679,707	23,5464	24,7712	495,106	8,041,947	7,369,729	+672,218	0	0	495,106
Holly Sugar Corp.	6,300,000	15,2650	5,977,830	16,2167	15,5029	309,859	4,761,471	5,218,300	-456,829	-28,579	-1,529	308,330
Layton Sugar Co.	225,909	5,5474	180,556	4,4898	5,5303	10,658	179,353	161,326	+18,027	+474	+25	10,678
Menominee Sugar Co.	359,751	8,717	226,729	6,151	8,076	16,142	202,754	75,623	+127,131	+29,892	+1,599	17,741
Michigan Sugar Co.	1,730,000	4,1918	1,287,066	3,4916	4,0168	80,284	1,239,882	966,127	+273,755	0	0	80,284
Monitor Sugar Div., Robert Gage Coal Co.	712,141	1,7255	599,989	1,6277	1,7010	33,998	473,056	445,591	+27,465	0	0	33,998
National Sugar Mfg. Co., The	173,048	4,1933	93,238	2529	3,777	7,549	120,958	62,568	+58,390	+13,033	+697	8,246
Northern Ohio Sugar Co.	653,701	1,5839	454,759	1,2337	1,4664	29,909	382,675	244,370	+128,305	+28,467	+1,523	31,432
Spreckels Sugar Co.	4,100,000	9,9344	3,960,962	10,7454	10,1371	202,612	2,672,452	2,941,984	-269,532	-16,861	-902	201,710
Union Sugar Div., Consolidated Foods Corp.	1,348,743	3,2680	1,430,085	3,8796	3,4209	68,374	1,084,044	1,271,094	-187,050	-11,701	-626	67,748
Utah-Idaho Sugar Co.	3,900,000	9,4497	3,625,412	9,8351	9,5460	190,797	2,796,640	3,055,161	-253,521	-16,173	-865	189,932
Total	41,270,946	100,0000	36,862,080	100,0000	100,0000	1,998,717	30,559,216	30,559,216	±1,880,211	±117,624	±6,292	1,998,717

<sup>1</sup> Determined as follows: Plus (+) adjustments = (Extent (+) quantity in Col. 9 exceeds 10 percent of Col. 8) × (25 percent); minus (-) adjustments = the total of (-) quantities in Col. 9, amounting to 117,624 cwt., prorated to processors on the basis of (-) quantities in Col. 9.

(6) The order shall be revised without further notice or hearing for the purpose of (a) substituting final data for estimated data on 1958-crop processings, 1958 marketings and January 1, 1959 inventories used in measuring the factors when such data become part of the official records of the Department, (b) allotting any quantity of an allotment which may be released by an allottee to other allottees able to utilize additional allotment in proportion to the established allotments of such allottees when the written notification to the Director of the Sugar Division of such release becomes a part of the official records of the Department, and (c) revising allotments to give effect to any change in the quota for the area resulting from a change in United States sugar requirements pursuant to sections 201 and 202 of the act or from the proration of a deficit in the quota of any area pursuant to section 204 of the act. In making revisions to give effect to a change in the quota for the area, allotments shall be computed in the same manner as is provided for in this order.

(7) Official notice will be taken of (a) final data for 1958-crop processings, 1958 marketings and January 1, 1959 inventories that become a part of the official records of the Department, (b) any written notice to the Sugar Division by an allottee that he is unable to fill

part of his allotment when the notification becomes a part of the official records of the Department, and (c) any regulation issued by the Secretary which changes the 1959 Domestic Beet Sugar Area quota.

(8) To assure that the marketing of sugar or liquid sugar is charged against the proper allotment, it is necessary that the order provide for charges to allotments of processors who sell sugar beets, or molasses derived from sugar beets, but retain and process such sugar beets or molasses into sugar or liquid sugar for delivery to or for the account of the buyer.

(9) Allotments established in the foregoing manner and in the quantities set forth in the order provide a fair, efficient and equitable distribution of any 1959 Domestic Beet Sugar Area quota that may be established for consumption within the continental United States and meet the requirements of section 205 (a) of the act.

*Order.* Pursuant to the authority vested in the Secretary of Agriculture by section 205(a) of the act: *It is hereby ordered:*

#### S 813.1 Allotment of the 1959 sugar quota for the Domestic Beet Sugar Area.

(a) *Allotments.* The 1959 Domestic Beet Sugar Area quota for consumption

within the continental United States of 1,998,717 short tons, raw value, is hereby allotted to the following processors in the amounts which appear opposite their respective names:

Processor	Allotments	
	Short tons, raw value	Equivalent in hundred-weight refined beet sugar
Amalgamated Sugar Co., The	281,942	5,269,944
American Crystal Sugar Co.	252,386	4,717,495
Buckeye Sugars, Inc.	9,681	180,953
Franklin County Sugar Co.	9,503	177,626
Great Western Sugar Co., The	495,106	9,254,318
Holly Sugar Corp.	308,330	5,763,178
Layton Sugar Co.	10,678	199,559
Menominee Sugar Co.	17,741	331,607
Michigan Sugar Co.	80,284	1,500,635
Monitor Sugar Div., Robt. Gage Coal Co.	33,998	635,477
National Sugar Manufacturing Co., The	8,246	154,131
Northern Ohio Sugar Co.	31,432	587,514
Spreckels Sugar Co.	201,710	3,770,280
Union Sugar Div. of Consolidated Foods Corp.	67,748	1,266,318
Utah-Idaho Sugar Co.	189,932	3,550,131
Any other person	0	0
Total	1,998,717	37,359,196

(b) *Marketing of sugar beets and molasses.* If sugar beets or molasses derived from sugar beets are sold by a processor but retained and processed by

## PROPOSED RULE MAKING

such processor and the sugar or liquid sugar processed therefrom is delivered to or for the account of the buyer of the sugar beets or molasses, such delivery at the time it occurs shall constitute a marketing which shall be effective for filling the allotment of the processor who sold and processed such sugar beets or molasses.

(c) *Marketing limitations.* Marketings shall be limited to allotments as established herein subject to the pro-

hibitions and provisions of § 816.3 of this chapter (23 F.R. 1943).

(d) *Delegation.* The Director of the Sugar Division, Commodity Stabilization Service, U.S. Department of Agriculture, is hereby authorized to revise the allotments established under this order without further notice or hearing in accordance with the findings and conclusions heretofore made, to give effect to (1) the substitution of final data for estimates, (2) the reallocation of any quantity of an allotment released by an allottee and

(3) any change in the Domestic Beet Sugar Area quota.

(Sec. 403, 61 Stat. 932; 7 U.S.C. 1153. Interprets or applies sec. 205, 209; 61 Stat. 926, as amended, 928; 7 U.S.C. 1115, 1119)

Done at Washington, D.C., this 24th day of April 1959.

CLARENCE D. PALMBY,  
Acting Administrator,  
Commodity Stabilization Service.

[F.R. Doc. 59-3667; Filed, Apr. 29, 1959;  
8:49 a.m.]

## NOTICES

## DEPARTMENT OF THE TREASURY

## Office of the Secretary

[Dept. Circ. 570, Rev. Apr. 20, 1943, 1959  
Supp. 206]

## INLAND INSURANCE CO.

Surety Company Acceptable on  
Federal Bonds

APRIL 27, 1959.

Effective April 9, 1959, Atlas Insurance Company, a Nebraska corporation, formally changed its name to Inland Insurance Company. A certified copy of Amended Articles of Incorporation changing the name of Atlas Insurance Company to Inland Insurance Company, which was approved by the Department of Insurance of the State of Nebraska and filed in the office of the Secretary of State of the State of Nebraska on April 9, 1959, has been received and filed in the Treasury.

The change in name of Atlas Insurance Company does not affect its status or liability with respect to any obligation in favor of the United States or in which the United States has an interest, which it may have undertaken pursuant to its authority under the Act of Congress approved July 30, 1947 (6 U.S.C. secs. 6-13) to qualify as sole surety on such obligations.

Hereafter the name of the company will appear as Inland Insurance Company on Treasury Form No. 356, which shows a list of the companies authorized to act as acceptable sureties on bonds in favor of the United States.

[SEAL] W. T. HEFFELINGER,  
Fiscal Assistant Secretary.

[F.R. Doc. 59-3658; Filed, Apr. 29, 1959;  
8:48 a.m.]

## FEDERAL POWER COMMISSION

[Docket No. G-5941]

## CHARTIERS OIL CO.

Notice of Application and Date of  
Hearing

APRIL 23, 1959.

Take notice that The Chartiers Oil Company (Applicant), an independent producer with its principal place of busi-

ness in Pittsburgh, Pennsylvania, filed, on November 26, 1954, an application for a certificate of public convenience and necessity, pursuant to section 7(c) of the Natural Gas Act, authorizing the Applicant to sell natural gas as herein-after described, subject to the jurisdiction of the Commission, all as more fully represented in the application which is on file with the Commission and open to public inspection.

Applicant proposes to continue the sale of natural gas produced from the listed fields to the listed purchasers as indicated below:

Field, Purchaser, Date of Contract, and  
Related FPC Rate Schedule

Center District, Gilmer County, W. Va.; Hope Natural Gas Company; August 11, 1925; 6.

Union and Butler Districts, Wayne County, W. Va.; United Fuel Gas Company; November 4, 1936; Now superseded by contract dated November 5, 1956, designated FPC Gas Rate Schedule No. 8.

In addition, the application as originally filed requested a certificate of public convenience and necessity authorizing Applicant to continue sales to The Ohio Fuel Gas Company, Michigan Consolidated Gas Company and Michigan Natural Gas Corporation, which sales covered only gas which is all consumed within the state in which it is produced. Applicant separately withdrew those portions of the application covering the sales to The Ohio Fuel Gas Company and Michigan Natural Gas Company.

Applicant's request filed December 7, 1955, to withdraw that portion of the application covering continued sales to Michigan Consolidated Gas Company is being considered as an amendment to the application, deleting therefrom such sales. This proceeding, therefore, concerns only the request for authorization covering Applicant's continued sales of gas to Hope Natural Gas Company and United Fuel Gas Company.

This matter is one that should be disposed of as promptly as possible under the applicable rules and regulations and to that end:

Take further notice that, pursuant to the authority contained in and subject to the jurisdiction conferred upon the Federal Power Commission by sections 7 and 15 of the Natural Gas Act, and the Commission's rules of practice and procedure,

a hearing will be held on May 27, 1959, at 9:30 a.m. e.d.t., in a hearing room of the Federal Power Commission, 441 G Street NW., Washington, D.C., concerning the matters involved in and the issues presented by such application: *Provided, however,* That the Commission may, after a non-contested hearing, dispose of the proceedings pursuant to the provisions of § 1.30(c)(1) or (2) of the Commission's rules of practice and procedure. Under the procedure herein provided for, unless otherwise advised, it will be unnecessary for Applicant to appear or be represented at the hearing.

Protests or petitions to intervene may be filed with the Federal Power Commission, Washington 25, D.C., in accordance with the rules of practice and procedure (18 CFR 1.8 or 1.10) on or before May 16, 1959. Failure of any party to appear at and participate in the hearing shall be construed as waiver of and concurrence in omission herein of the intermediate decision procedure in cases where a request therefor is made.

[SEAL] JOSEPH H. GUTRIDE,  
Secretary.

[F.R. Doc. 59-3634; Filed, Apr. 29, 1959;  
8:45 a.m.]

[Project No. 2093]

## VIRGINIA ELECTRIC AND POWER CO.

Notice of Amended Application for  
License

APRIL 23, 1959.

Public notice is hereby given that an amended application has been filed under the Federal Power Act (16 U.S.C. 791a-825r) by Virginia Electric and Power Company, of Richmond, Virginia, for license for proposed water-power Project No. 2093 to be located on Roanoke River in Halifax, Northampton, and Warren Counties, North Carolina, and in Brunswick and Mecklenburg Counties, Virginia, affecting navigable waters and lands of the United States. The proposed project is described in the amended application as follows: A concrete dam comprised of a powerhouse intake section, a gated spillway section and non-overflow sections which will be flanked at either end with compacted earthfill

dams; a reservoir extending about 34 miles upstream to John H. Kerr dam with normal power pool at elevation 200 and 63,000 acre-feet of replacement storage above 200, and an area of about 20,300 acres; a submerged weir surrounding the powerhouse intake section with top at elevation 185; a powerhouse with four 70,000-horsepower turbines each connected to a 45,000-kilowatt generator (50,000 kva at 0.9 pf) and which will be remotely controlled from the Roanoke Rapids plant; a substation located adjacent to the powerhouse; and appurtenant mechanical and electrical facilities.

Protests or petitions to intervene may be filed with the Federal Power Commission, Washington 25, D.C., in accordance with the rules of practice and procedure of the Commission (18 CFR 1.8 or 1.10). The last date upon which protests or petitions may be filed is June 8, 1959. The amended application is on file with the Commission for public inspection.

[SEAL] JOSEPH H. GUTRIE,  
Secretary.

[F.R. Doc. 59-3635; Filed, Apr. 29, 1959;  
8:45 a.m.]

[Docket No. G-13236 etc.]

EDWIN L. COX ET AL.

Notice of Applications and Date of  
Hearing

APRIL 24, 1959.

In the matters of Edwin L. Cox,<sup>1</sup> Docket Nos. G-13236, G-13264; Edwin L. Cox, Operator,<sup>2</sup> Docket No. G-13307; C. B. Webster, Operator,<sup>3</sup> Docket No. G-13548; Jim McMurrey, Operator,<sup>4</sup> Docket No. G-13549; Kay Kimbell, Oil Properties, Operator,<sup>5</sup> Docket No. G-13558; Aurora Gasoline Company, Operator,<sup>6</sup> Docket No. G-13565; Sinclair Oil & Gas Company,<sup>7</sup> Docket Nos. G-13567, G-13568; J. F. Ruffin, Jr., Trustee, Docket No. G-13569; John B. Hawley, Jr., Operator, et al.,<sup>8</sup> Docket No. G-13570; Paul McCoy Gas Company,<sup>9</sup> Docket No. G-13601; Gulf Oil Corporation,<sup>10</sup> Docket No. G-13604; The Carter Oil Company, Docket No. G-13574.

Take notice that each of the above Applicants has filed an application for a certificate of public convenience and necessity, pursuant to section 7 of the Natural Gas Act, authorizing the respective Applicant to render service as hereinafter described subject to the jurisdiction of the Commission, all as more fully represented in the respective applications which are on file with the Commission and open to public inspection.

Applicants propose to sell natural gas to various purchasers, from production in the respective fields as described below, for transportation in interstate commerce for resale.

Docket No. and Applicant; Field, County, State; Purchaser; and Applicant's Related FPC Gas Rate Schedule

G-13236; Edwin L. Cox; Camrick Southeast, Texas County, Oklahoma; Natural Gas Pipeline Company of America; No. 17, Supp. No. 1.

See footnotes at end of document.

G-13264, Edwin L. Cox; Camrick Southeast, Texas County, Oklahoma; Natural Gas Pipeline Company of America; No. 17, Supp. No. 2.

G-13307, Edwin L. Cox, Operator; Camrick Southeast, Beaver County, Oklahoma; Natural Gas Pipeline Company of America; No. 18.

G-13548, C. B. Webster, Operator; Tidehaven, Matagorda County, Texas; Texas Eastern Transmission Corporation; No. 4.

G-13549, Jim McMurrey, Operator; Tatum, Rusk and Panola Counties, Texas; Texas Eastern Transmission Corporation; No. 3, Supp. No. 1.

G-13558, Kay Kimbell, Oil Properties, Operator; Hirsch-Clearfork, Upton County, Texas; El Paso Natural Gas Company; No. 1.

G-13565, Aurora Gasoline Company, Operator; Acreage in Grant County, Oklahoma; Cities Service Gas Company; No. 5, Supp. No. 1.

G-13567, Sinclair Oil & Gas Company; University Block 9 and Fuhrman-Mascho, Andrews County, Texas; El Paso Natural Gas Company; No. 92, Supp. Nos. 1 and 2.

G-13568, Sinclair Oil & Gas Company; Rhodes, Barber County, Kansas; Cities Service Gas Company; No. 55, Supp. No. 1.

G-13569, J. F. Ruffin, Jr., Trustee; Maxie-Pistol Ridge, Pearl River County, Mississippi; United Gas Pipe Line Company; No. 1, Supp. No. 1.

G-13570, John B. Hawley, Jr., Operator, et al.; Hugoton, Finney County, Kansas; Northern Natural Gas Company; No. 4, Supp. No. 1.

G-13601, Paul McCoy Gas Company; Burnt House, Murphy District, Ritchie County, West Virginia; Hope Natural Gas Company; No. 9.

G-13604, Gulf Oil Corporation; Acreage in Barber County, Kansas; Cities Service Gas Company; No. 45, Supp. No. 7.

G-13574, The Carter Oil Company; Acreage in Grady County, Oklahoma; Consolidated Gas Utilities Corporation; No. 53.

These matters should be heard on a consolidated record and disposed of as promptly as possible under the applicable rules and regulations and to that end:

Take further notice that, pursuant to the authority contained in and subject to the jurisdiction conferred upon the Federal Power Commission by sections 7 and 15 of the Natural Gas Act, and the Commission's rules of practice and procedure, a hearing will be held on May 27, 1959, at 9:30 a.m., e.d.s.t., in a hearing room of the Federal Power Commission, 441 G Street, NW., Washington, D.C., concerning the matters involved in and the issues presented by such applications: *Provided, however, That the Commission may, after a non-contested hearing, dispose of the proceedings pursuant to the provisions of § 1.30(c) (1) or (2) of the Commission's rules of practice and procedure. Under the procedure herein provided for, unless otherwise advised, it will be unnecessary for applicants to appear or be represented at the hearing.*

Protests or petitions to intervene may be filed with the Federal Power Commission, Washington 25, D.C., in accordance with the rules of practice and procedure (18 CFR 1.8 or 1.10) on or before May 16, 1959. Failure of any party to appear at and participate in the hearing shall be construed as waiver of and concurrence in omission herein of the intermediate decision procedure in cases where a request therefor is made.

[SEAL] JOSEPH H. GUTRIE,  
Secretary.

<sup>1</sup> The applications in Docket Nos. G-13236 and G-13264 cover two ratification agree-

ments dated July 5, 1957 and August 8, 1957, respectively, of the same basic gas sales contract dated February 21, 1955, between The Texas Company, Seller, and Natural Gas Pipeline Company of America, Buyer. Applicant and Buyer are both signatory parties to each of the subject ratification agreements.

<sup>2</sup> Edwin L. Cox, Operator, is filing for himself and, as Operator, lists in the application, together with the percentage of working interest of each, the following nonoperators: Union Oil Company of California, I. B. Adelman, W. Lee Moore Estate, Roy W. Clark, Jr., Irma E. Burt, The Southland Company, Oil Finders, Inc., Robert C. Sprague, Julian K. Sprague and C. H. Jackson, Jr.; all are signatory seller parties to the subject gas sales contract.

<sup>3</sup> C. B. Webster, Operator, is filing for himself and, as Operator, lists in the application H. G. Nelms, nonoperator, together with the percentages of working interests owned by each. Both are signatory seller parties to the subject gas sales contract.

<sup>4</sup> Jim McMurrey, Operator, is filing for himself and, as Operator, lists in the application the names and percentages of working interests of the nonoperators of two gas units as follows: Kirkley Unit—Carl Casey and B. F. Phillips; Matthews Unit—B. F. Phillips, Carl Casey and Robert Cargill. Application covers a ratification agreement dated August 13, 1957 of a basic gas sales contract dated June 12, 1957, between Robert Cargill and Texas Eastern Transmission Corporation. McMurrey, Cargill and Texas Eastern are all signatory parties to the subject ratification agreement.

<sup>5</sup> Kay Kimbell, Oil Properties, Operator, is filing for itself and lists in the related rate schedule filings the names and percentages of interest of the following nonoperators: Conkling and Irvin, Ltd., and Argo Oil Corporation. All are signatory seller parties to the subject gas sales contract.

<sup>6</sup> Aurora Gasoline Company, Operator, is filing for itself and on behalf of William Slaughter, Jr., Max M. Fisher, Henry E. Wenger and John S. Bugas, I. L. Goldman and M. S. Schiller, nonoperators, Aurora is the only signatory seller party to the subject gas sales contract.

<sup>7</sup> Application covers two amendatory agreements dated April 9, 1957, and August 2, 1957, which add additional acreages to a basic gas sales contract dated August 13, 1956. Applicant was authorized in Docket No. G-11551 covering the sale of gas under the basic contract.

<sup>8</sup> Application covers an amendatory agreement dated September 27, 1957, which adds additional acreage to a basic gas sales contract dated March 31, 1955. Applicant was authorized in Docket No. G-8836 covering the sale of gas under the basic contract.

<sup>9</sup> John B. Hawley, Jr., Operator, is filing for himself and on behalf of the nonoperator, The Cooperative Refining Association. Both are signatory seller parties to the subject gas sales contract.

<sup>10</sup> Paul McCoy Gas Company, Applicant, is a partnership composed of Glenn L. Haught, Arthur M. Taylor, Lewis T. Tacy, Leslie J. Kane, L. D. Nutter, Mountain Iron & Supply Company, Howard E. Koontz, Sidney Renham and Paul McCoy. Glenn L. Haught is a signatory seller party to the subject gas sales contract, and the remaining above-named parties are also signatory seller parties through the signature of Glenn L. Haught who has signed the contract as Attorney-in-Fact for said individuals.

<sup>11</sup> Application covers an amendatory agreement dated September 23, 1957, which adds additional acreage to a basic gas sales contract dated February 13, 1956, as amended. Applicant was authorized in Docket No. G-10148 covering the sale of gas under the basic contract.

[F.R. Doc. 59-3636; Filed, Apr. 29, 1959;  
8:45 a.m.]

## NOTICES

[Docket No. E-6881]

**SUPERIOR WATER, LIGHT AND POWER CO.****Notice of Application**

APRIL 24, 1959.

Take notice that on April 17, 1959, an application was filed with the Federal Power Commission pursuant to section 204 of the Federal Power Act by Superior Water, Light and Power Company ("Applicant"), a corporation organized under the laws of the State of Wisconsin and doing business in Wisconsin only, with its principal business office at Superior, Wisconsin, seeking an order authorizing the issuance of not to exceed \$850,000.00, principal amount of Promissory Notes. Applicant proposes to issue, from time to time, on various dates prior to June 1, 1961, and in various amounts, and to deliver to Mellon National Bank and Trust Company, Pittsburgh, Pennsylvania, notes not to exceed \$650,000 in principal amount, and further to issue to banks in the City of Superior, Wisconsin, and the City of Duluth, Minnesota, notes not to exceed \$200,000 in principal amount. The aforesaid Notes will bear interest at the prime commercial bank rate in effect at time of issue, will be dated as and when funds are required by Applicant, may be prepaid at any time on ten days' notice without penalty, and will mature not later than one year from date of issue. Applicant states that the proceeds from said Promissory Notes will be used to provide funds to meet its construction and conversion program.

Any person desiring to be heard or to make any protest with reference to said application should, on or before the 14th day of May 1959, file with the Federal Power Commission, Washington 25, D.C., petitions or protests in accordance with the requirements of the Commission's rules of practice and procedure (18 CFR 1.8 or 1.10). The application is on file and available for public inspection.

[SEAL] JOSEPH H. GUTRIDE,  
Secretary.

[F.R. Doc. 59-3638; Filed, Apr. 29, 1959;  
8:45 a.m.]

[Docket No. G-14422]

**BLUE RIDGE GAS CO.****Order Fixing Date of Hearing and Permitting Intervention**

APRIL 24, 1959.

On March 19, 1959, the Court of Appeals for the District of Columbia set aside the Commission's order of June 26, 1958, denying intervention to Virginia Petroleum Jobbers Association (Jobbers), in the above-entitled proceeding, and its order of August 20, 1958 directing Atlantic Seaboard Corporation to make a gas supply available to Blue Ridge Gas Company (Blue Ridge). Virginia Petro-

leum Jobbers Association v. F.P.C., CADC, Nos. 14583 and 14731.

The same order of the Court remanded the proceeding herein to the Commission with directions to permit Jobbers to intervene, and then to conduct a new hearing on the application of Blue Ridge.

The application herein was duly noticed by publication in the FEDERAL REGISTER on July 2, 1958 (23 F.R. 5047).

The Commission finds: That in compliance with the order of the Court this matter should be disposed of as promptly as possible, and to that end:

The Commission orders:

(A) Pursuant to authority conferred upon the Federal Power Commission by sections 7 and 15 of the Natural Gas Act and the Commission's rules of practice and procedure, a hearing will be held on May 11, 1959, at 10:00 a.m., e.d.s.t., in a Hearing Room of the Federal Power Commission, 441 G Street NW, Washington, D.C., concerning the matters involved in and the issues presented by the application of Blue Ridge Gas Company in Docket No. G-14422.

(B) Virginia Petroleum Jobbers Association is hereby permitted to become an intervenor in this proceeding subject to the rules and regulations of the Commission: *Provided, however,* That the participation of the above-named petitioner shall be limited to the matters affecting asserted rights and interests specifically set forth in its petition for leave to intervene: *And provided, further,* That the admission of this petitioner shall not be construed as recognition by the Commission that such petitioner might be aggrieved because of any order or orders of the Commission entered in this proceeding.

By the Commission.

[SEAL] JOSEPH H. GUTRIDE,  
Secretary.

[F.R. Doc. 59-3637; Filed, Apr. 29, 1959;  
8:45 a.m.]

[Project No. 2195]

**PORTLAND GENERAL ELECTRIC CO.,  
NORTH FORK HYDROELECTRIC  
PROJECT****Notice of Land Withdrawal; Oregon**

APRIL 24, 1959.

Conformable to the provisions of section 24 of the Act of June 10, 1920, as amended, notice is hereby given that the land hereinafter described, insofar as title thereto remains in the United States, is included in power project No. 2195 for which completed, revised, Exhibits, according to Article 31 of the license issued January 18, 1957, were filed March 2, 1959. Under said section 24 these lands are, from said date of filing, reserved from entry, location or other disposal under the laws of the United States until

otherwise directed by the Commission or by Congress.

**WILLAMETTE MERIDIAN, OREGON**

All portions of the following described subdivisions lying within the dam and reservoir areas as delimited on map Exhibits "K" sheets 1 to 5 inclusive (F.P.C. Nos. 2195-32 to 36 inclusive).

T. 4 S., R. 4 E.  
Sec. 13: N 1/2 NE 1/4, SE 1/4 NE 1/4.  
T. 4 S., R. 5 E.  
Sec. 7: Lots 2, 3;  
Sec. 19: N 1/2 NE 1/4, SE 1/4 NE 1/4;  
Sec. 20: W 1/2 W 1/2;  
Sec. 29: N 1/2 NW 1/4.

Also all portions of the following described subdivisions lying within 50 feet, on either side, of center line survey of project transmission line location as delimited on map, Exhibits "K" sheets 6 to 11 inclusive (F.P.C. Nos. 2195-37 to 42 inclusive).

T. 3 S., R. 4 E.,  
Sec. 31: Lot 5.

The area of United States land reserved pursuant to this filing is approximately 137.18 acres of which approximately 42.61 acres are National Forest and approximately 94.57 acres are Oregon and California Railroad land. Of the total area approximately 95.34 acres have been heretofore reserved in connection with Water Power Designation No. 14, Power Site Reserve Nos. 661, 730, or Project No. 135 for transmission line purposes.

The general determination made by the Commission at its meeting of April 17, 1922 (2nd. Ann. Rept. 128) is applicable to that portion of the aforesaid land embraced in transmission line right-of-way only.

Copies of revised map, designated, Exhibit "J" entitled "Portland General Electric Company, North Fork Hydro-Electric Development," General Map, (F.P.C. No. 2195-31) and revised map Exhibits "K", sheets 1 to 14 inclusive entitled Project Area and Project Boundary, Project Transmission line, Project Fishladder and Downstream Migrant Conduit, (F.P.C. Nos. 2195-32 to 45 inclusive) are being transmitted to the Bureau of Land Management, Forest Service and Geological Survey.

[SEAL] JOSEPH H. GUTRIDE,  
Secretary.

[F.R. Doc. 59-3639; Filed, Apr. 29, 1959;  
8:45 a.m.]

**DEPARTMENT OF COMMERCE****Office of the Secretary****GEORGE L. WILSON****Statement of Changes in Financial  
Interests**

In accordance with the requirements of section 710(b)(6) of the Defense Production Act of 1950, as amended, and Executive Order 10647 of November 28, 1955, the following changes have taken place in my financial interests as re-

ported in the FEDERAL REGISTER during the past six months.

A. Deletions: None.  
B. Additions: None.

This statement is made as of April 20, 1959.

GEORGE L. WILSON.

APRIL 20, 1959.

[F.R. Doc. 59-3659; Filed, Apr. 29, 1959; 8:48 a.m.]

### HAROLD J. CARR

#### Statement of Changes in Financial Interests

In accordance with the requirements of section 710(b)(6) of the Defense Production Act of 1950, as amended, and Executive Order 10647 of November 28, 1955, the following changes have taken place in my financial interests as reported in the FEDERAL REGISTER during the past six months.

A. Deletions: None.  
B. Additions: Combustion Engineering, Inc.

This statement is made as of April 20, 1959.

HAROLD J. CARR.

APRIL 20, 1959.

[F.R. Doc. 59-3660; Filed, Apr. 29, 1959; 8:48 a.m.]

### NORVAL W. POSTWEILER

#### Statement of Changes in Financial Interests

In accordance with the requirements of section 710(b)(6) of the Defense Production Act of 1950, as amended, and Executive Order 10647 of November 28, 1955, the following changes have taken place in my financial interests as reported in the FEDERAL REGISTER during the past six months.

A. Deletions: No change.  
B. Additions: No change.

This statement is made as of April 20, 1959.

NORVAL W. POSTWEILER.

APRIL 20, 1959.

[F.R. Doc. 59-3661; Filed, Apr. 29, 1959; 8:48 a.m.]

## DEPARTMENT OF THE INTERIOR

### Bureau of Land Management

#### UTAH (II-4)

#### Small Tract Classification For Public Sale

APRIL 17, 1959.

1. Pursuant to authority delegated to me by Bureau Order No. 541, dated April 21, 1954 (19 F.R. 2473), I hereby classify the following described public lands in

Kane County, Utah, for disposal at public sale under the Small Tract Act of June 1, 1938 (52 Stat. 609; 43 U.S.C. 682a), as amended:

#### SALT LAKE MERIDIAN, UTAH

T. 43 S. R. 2 E.

Sec. 13: Lots 63, 64, 68, 69, 70, 71, 72, 97, 99, 100, 101, 102;  
Sec. 24: Lots 10 to 39, 42 to 71, 75 to 83, incl.

2. The above-described lots were segregated from all appropriation, including the general mining laws, except applications under the mineral leasing laws, by the classification of September 4, 1957, which was published in the FEDERAL REGISTER of September 12, 1957, Vol. 22, Page 7290.

3. The lands are located approximately 67 miles east of Kanab and 13 miles northwest of the Glen Canyon Dam site. Utah Highway 259, a limited access highway, traverses the area. All lots are accessible. The topography is gently sloping toward the east and northeast. Soils vary from sandy-loam to sandy. The native vegetation consists principally of black brush with assorted weeds and grasses. Culinary water is not now available from any developed source, but water has been developed in wells in the immediate locality. A school adjoins the site of Glen Canyon, Inc., about two miles to the northwest. An electric transmission line has been extended to the immediate vicinity.

4. Lots are being sold outright and no specifications or restrictions as to use of the land or the construction of improvements are imposed by this Bureau. All purchasers are advised that Kane County has zoning authority; that the county is zoned; and that construction must be in accordance with zoning ordinances. Information as to zoning and building regulations can be obtained from the County Building Inspector, Courthouse, Kanab, Utah.

5. The individual building lots vary in size from 2.60 acres to 3.15 acres, including reservations for rights-of-way. All sites are rectangular in shape. In some instances, the area to be disposed of as a single lot includes two lots of the official survey. These are bracketed in the list below. Sealed bids need indicate only one of the two lots, but the bid will be considered as including both. An official plat of survey showing the location of the lots can be secured for \$1.00 from the Manager, Land Office, 312 Post Office Building, P.O. Box 777, Salt Lake City 10, Utah. An information circular and a small unofficial plat showing the lot locations and numbers, lot areas, and rights-of-way can be obtained free-of-charge from that official. The appraised value of the lots varies from \$250.00 to \$800.00 as shown in the following table, which also shows the width and locations of rights-of-way to be reserved for roads, streets, and public utilities. All minerals in the land will be reserved to the United States.

Section	Lot	Acreage of lot	Rights-of-way (width and location)	Appraised value
13	102	0.1	{ 2, 60	
24	42	2.59	{ 33' NE side	\$250
13	97	1.43	{ 33' NE side	
24	43	1.17	{ 33' SW side	350
13	99	1.80	{ 33' SW side	
24	44	1.35	{ 66' NW side	600
13	64	1.41	{ 33' SE side	
24	10	1.39	{ 66' SW side	600
13	68	1.59	{ 33' NE side	
24	14	1.01	{ 33' SW side	400
13	69	1.71	{ 33' SW side	
24	17	0.89	{ 33' SW side	300
13	70	0.05	{ 33' SW side, 33' SE side	300
24	18	2.88	{ 33' NE side	
13	71	0.05	{ 33' NE side	400
24	15	2.55	{ 33' NE side	
13	72	0.01	{ 33' NE side	500
24	11	2.79	{ 66' SW side	
13	100	0.01	{ 66' NE side, 33' NW side	600
24	49	3.14	{ 66' NE side, 33' NW side	
13	101	0.01	{ 33' SE side, 33' SW side	400
24	45	2.92	{ 66' SW side	
13	63	3.15	{ 33' SW side	800
24	12	2.80	{ 33' SW side	500
24	13	3.15	{ 33' NE side, 33' SE side	550
24	16	2.93	{ 33' SW side, 33' NW side	400
24	19	2.93	{ 33' NE side, 33' NW side	300
24	20	2.93	{ 33' SW side, 33' NW side	400
24	21	3.15	{ 66' SW side, 33' NW side	550
24	22	2.79	{ 66' SW side	500
24	23	2.60	{ 33' NE side	400
24	24	2.60	{ 33' SW side	300
24	25	2.60	{ 33' SW side	300
24	26	2.60	{ 33' NW side	400
24	27	2.71	{ 66' SW side	500
24	28	2.57	{ 66' SW side	500
24	29	2.60	{ 33' NE side	400
24	30	2.60	{ 33' SW side	300
24	31	2.93	{ 33' SW side, 33' SE side	300
24	32	2.93	{ 33' NE side, 33' SE side	400
24	33	2.61	{ 66' SW side, 33' SE side	500
24	34	2.22	{ 66' SW side, 33' NW side	500
24	35	2.93	{ 33' NE side, 33' SW side	400
24	36	2.93	{ 33' NW side, 33' SW side	300
24	37	2.60	{ 33' SW side	300
24	38	2.60	{ 33' SE side	400
24	39	1.55	{ 66' SW side	300
24	46	2.93	{ 33' NE side, 33' SE side	250
24	47	2.93	{ 33' NE side, 33' NW side	250
24	48	2.93	{ 33' NW side, 33' SW side	400
24	50	2.80	{ 66' NE side	500
24	51	2.60	{ 33' SW side	350
24	52	2.60	{ 33' NE side	250

## NOTICES

Section	Lot	Acreage of lot	Rights-of-way (width and location)	Appraised value
24	53	2.60	33' NE side	\$250
24	54	2.60	33' SW side	350
24	55	2.80	66' NE side	500
24	56	2.80	66' NE side	500
24	57	2.60	33' SW side	350
24	58	2.60	33' NE side	250
24	59	2.93	33' NE side, 33' SE side	250
24	60	2.93	33' SW side, 33' SE side	400
24	61	3.15	66' NE side, 33' SE side	550
24	62	3.15	66' NE side, 33' NW side	550
24	63	2.93	33' NW side, 33' SW side	400
24	64	2.93	33' NE side, 33' NW side	250
24	65	2.60	33' NE side	250
24	66	2.60	33' SW side	350
24	67	2.80	66' NE side	500
24	68	2.87	66' NE side	500
24	69	2.60	33' SW side	350
24	70	2.60	33' NE side	250
24	71	3.01	66' NE side	500
24	75	2.88	66' NE side	500
24	76	2.60	33' SW side	350
24	77	2.60	33' NE side	250
24	78	2.93	33' SE side, 33' NE side	250
24	79	2.93	33' SE side, 33' SW side	350
24	80	3.17	33' SE side, 66' NE side	700
24	81	3.15	33' NW side, 66' NE side	700
24	82	2.93	33' NW side	350
24	83	2.93	33' NW side	250

6. Persons who have previously acquired a tract under the Small Tract Act are not qualified to purchase a tract at the sale unless they can make a showing satisfactory to the Bureau of Land Management that the acquisition of another tract is warranted in the circumstances. Such showing must be submitted with the sealed bid or furnished prior to the opening of the sale.

7. The above-described sites will be sold at public auction at a sale to be held in the Ballroom, Hotel Newhouse, Salt Lake City, Utah at 9:00 a.m. and at 3:00 p.m. on July 29, 1959. The sale at 9:00 a.m. will be open only to those persons who qualify for veterans' preference under the provisions outlined in Paragraph 10, below. The 3:00 p.m. sale will be open to the public generally but will be held only if any of the sites described in Paragraph 5, above, remain unsold after the 9:00 a.m. sale. Bids may be made personally by an individual or by his agent at either sale, or by mail. Bids sent by mail will be considered only if received at the Land Office, Bureau of Land Management, 312 Post Office Building, Salt Lake City, Utah, prior to 10:00 a.m., July 27, 1959. No bid will be accepted if less than the appraised price of the tract. See Paragraph 5, above, for appraised prices.

8. To facilitate the completion of the sale, all oral bidders at the 9:00 a.m. sale should bring with them a photostatic copy of their discharge papers or other acceptable certification of proof of right to veterans' preference as outlined in Paragraph 10. Those acting as agents for persons claiming veterans' preference must be able to show at the sale acceptable evidence that the person for whom they are acting is entitled to such preference.

9. Each bid sent by mail must clearly show: (a) The full name and mailing address of the bidder; (b) Classification Order No. Utah II-4; (c) The number of the lot for which the bid is made, described in accordance with Paragraph 5, of this order. Each bid must be accompanied by the full amount of the bid, made payable to the Bureau of Land Management. Personal checks will be accepted but bids accompanied by such

checks will be suspended pending checks clearance. All unsuccessful bids will be promptly returned after the sale. A photostatic copy of bidder's discharge papers or other certification showing proof of veteran's preference as outlined in Paragraph 10, below, must accompany the bid. Such papers will be returned promptly after the sale. Bids for separate lots must be enclosed in separate envelopes, but payment and proof of veterans' preference need only accompany the highest bid, providing all other bids designate the envelope containing the payment and the veterans' preference proof. Each envelope must be addressed to the Manager, Land Office, Bureau of Land Management, Post Office Box 777, Salt Lake City 10, Utah, and carry in the lower left-hand corner of its face the following information and nothing else: (a) "Bid for Small Tract"; (b) "Classification Order No. II-4"; (c) "Veterans' Preference", if the bidder is entitled to such preference; (d) the number of the lot for which the bid is made showing lot number in accordance with Paragraph 5, above. Sender's name and return address should be shown on the reverse side of the envelope.

10. In accordance with 43 CFR 257.14(e), each lot at the 9:00 a.m. sale will be awarded to the highest bidder among persons entitled to veterans' preference. No person will be awarded more than one lot, unless he is an agent acting for one or more persons. Persons entitled to veterans' preference in brief are: (a) Honorably discharged veterans who served at least 90 days after September 15, 1940; (b) surviving spouse or minor orphan children of such veterans; and (c) with the consent of the veteran, the spouse of living veterans. Veterans who were discharged on account of wounds or disability incurred in the line of duty, or the surviving spouse or minor children of veterans killed in the line of duty are eligible for veterans' preference regardless of whether such servicemen served less than 90 days after September 15, 1940.

11. Sealed bids will be opened in the Land Office, Post Office Building, Salt Lake City, Utah, beginning at 1:00 p.m. on July 27, 1959. Sealed bids must be

in multiples of \$5.00. Lists of the highest bids received for each lot will be posted for public inspection at the sale.

12. A telephone line has been constructed across the front, or northeast side, of Lots 99 and 100, Sec. 13, and Lots 49, 50, 55, 56, 61, 62, 67, 68, 71, 75, 80, and 81, Sec. 24 and those lots are subject to the right-of-way for that facility.

13. All inquiries concerning these lands should be addressed to the Manager, Land Office, Bureau of Land Management, 312 Post Office Building, Post Office Box 777, Salt Lake City, Utah.

VAL B. RICHMAN,  
State Supervisor.

[F.R. Doc. 59-3641; Filed, Apr. 29, 1959;  
8:46 a.m.]

[Classification 137]

## NEVADA

Small Tract Classification  
Amendment

Effective April 21, 1959, paragraph 1 of Federal Register Document 57-9227 appearing on page 8961 of the issue for November 7, 1957, is hereby amended to read as follows:

1. Pursuant to the authority delegated to me by Bureau Order No. 541, dated April 21, 1954 (19 F.R. 2473), I hereby classify the following described public lands, totalling 640 acres in Clark County, Nevada, as suitable for sale for residence purposes under the Small Tract Act of June 1, 1938 (52 Stat. 609, U.S.C. 682a), as amended:

## MOUNT DIABLO MERIDIAN

T. 22 S., R. 58 E.  
Sec. 11, all.

E. J. PALMER,  
State Supervisor.

APRIL 21, 1959.

[F.R. Doc. 59-3642; Filed, Apr. 29, 1959;  
8:46 a.m.]

[Classification 95]

## NEVADA

Small Tract Classification;  
Amendment

1. Effective April 16, Federal Register Document 53-8583 appearing on pages 6413-14 of the issue for October 8, 1953, is revoked as to the following described public lands:

## MOUNT DIABLO MERIDIAN, NEVADA

T. 21 S., R. 60 E.  
Sec. 11, SW $\frac{1}{4}$  SW $\frac{1}{4}$ ;  
Sec. 23, SW $\frac{1}{4}$  SW $\frac{1}{4}$  SE $\frac{1}{4}$ , N $\frac{1}{2}$  NW $\frac{1}{4}$  SE $\frac{1}{4}$ ,  
NW $\frac{1}{4}$  NE $\frac{1}{4}$  SE $\frac{1}{4}$ ;  
Sec. 24, S $\frac{1}{2}$  S $\frac{1}{2}$  SW $\frac{1}{4}$ , SW $\frac{1}{4}$  SW $\frac{1}{4}$  SE $\frac{1}{4}$ ;  
Sec. 27, SE $\frac{1}{4}$  NE $\frac{1}{4}$ , SE $\frac{1}{4}$  NE $\frac{1}{4}$  NE $\frac{1}{4}$ , S $\frac{1}{2}$   
SW $\frac{1}{4}$  NE $\frac{1}{4}$ , NE $\frac{1}{4}$  SW $\frac{1}{4}$  NE $\frac{1}{4}$ , SE $\frac{1}{4}$  SE $\frac{1}{4}$ ,  
NW $\frac{1}{4}$ .

Containing 220 acres.

2. The lands included in this restoration are located about 4 miles southwest of Las Vegas, Nevada, at an elevation of approximately 2,400 feet above sea level. The climate is dry. The area receives from 5 to 7 inches of rainfall annually. The topography ranges from nearly level to "bad-lands" type with soils varying from sands to gravel, to caliche.

3. The land has been determined to be appropriated under the United States mining laws by virtue of valid mining claims having been located on the land prior to Small Tract Classification.

E. J. PALMER,  
State Supervisor.

APRIL 16, 1959.

[F.R. Doc. 59-3643; Filed, Apr. 29, 1959;  
8:46 a.m.]

## COLORADO

### Notice of Proposed Withdrawal and Reservation of Lands

APRIL 23, 1959.

The United States Forest Service of the Department of Agriculture has filed an application, Serial Number Colorado 026637, for the withdrawal of the lands described below from location and entry under the General Mining Laws, subject to existing valid claims.

The applicant desires the land for use for picnic grounds, roadside zones and recreation areas in San Isabel National Forest.

For a period of thirty days from the date of publication of this notice, all persons who wish to submit comments, suggestions, or objections in connection with the proposed withdrawal may present their views in writing to the undersigned officer of the Bureau of Land Management, Department of the Interior, Colorado State Office, 339 New Custom House, P.O. Box 1018, Denver 1, Colorado.

If circumstances warrant it, a public hearing will be held at a convenient time and place, which will be announced.

The determination of the Secretary on the application will be published in the FEDERAL REGISTER. A separate notice will be sent to each interested party of record.

The lands involved in the application are:

#### SAN ISABEL NATIONAL FOREST

#### SIXTH PRINCIPAL MERIDIAN, COLORADO

##### Lake Isabel Recreation Area

T. 24 S., R. 69 W.,  
Sec. 1, lots 13 and 14;  
Sec. 12, lots 1 to 5, inclusive and lot 7;  
Sec. 1 and 12—the west 80 acres of Tract 38.

The area as described contains approximately 309.48 acres.

##### Twin Lakes Recreation Area

T. 11 S., R. 81 W.,  
Sec. 26, All of the Felix Placer, Mineral Survey 17042, lying in the NE $\frac{1}{4}$ .  
The area as described contains approximately 40 acres.

##### Cisneros Picnic Ground

T. 24 S., R. 69 W.,  
Sec. 9, S $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ ;  
Sec. 10, SW $\frac{1}{4}$ SW $\frac{1}{4}$ ;  
Sec. 15, NE $\frac{1}{4}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$ , S $\frac{1}{2}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$  and  
NW $\frac{1}{4}$ NE $\frac{1}{4}$ NE $\frac{1}{4}$ .  
The area as described contains 100 acres.

##### Colorado State Highway No. 274—Roadside Zone

A strip of land 300 feet on each side of the centerline of Colorado State Highway No. 274 through the following legal subdivisions:

T. 22 S., R. 69 W.,  
Sec. 15, N $\frac{1}{4}$ NW $\frac{1}{4}$ ;  
Sec. 16, S $\frac{1}{2}$ NE $\frac{1}{4}$ , NW $\frac{1}{4}$ SE $\frac{1}{4}$ , E $\frac{1}{2}$ SW $\frac{1}{4}$  and  
SW $\frac{1}{4}$ SW $\frac{1}{4}$ ;

Sec. 21, NW $\frac{1}{4}$ NW $\frac{1}{4}$ ;  
Sec. 20, N $\frac{1}{2}$ NE $\frac{1}{4}$  and N $\frac{1}{2}$ NW $\frac{1}{4}$ ;  
Sec. 19, NE $\frac{1}{4}$ NE $\frac{1}{4}$ , SW $\frac{1}{4}$ NE $\frac{1}{4}$ , NW $\frac{1}{4}$ SE $\frac{1}{4}$  and SW $\frac{1}{4}$ SW $\frac{1}{4}$ .

The area as described contains approximately 299 acres.

##### Forest Highway No. 2346—Roadside Zone

A strip of land 300 feet on each side of the centerline of Forest Highway No. 2346 through the following legal subdivisions:

T. 22 S., R. 69 W.,  
Sec. 24, NE $\frac{1}{4}$ NW $\frac{1}{4}$ , SW $\frac{1}{4}$ SE $\frac{1}{4}$  and N $\frac{1}{2}$ SE $\frac{1}{4}$ .

The area as described contains approximately 36 acres.

##### NEW MEXICO PRINCIPAL MERIDIAN, COLORADO

T. 44 N., R. 12 E.

##### Hermit Lake Recreation Area

A tract lying in unsurveyed Sec. 3, beginning at corner No. 1 from which an iron stake at the outlet of Hermit Lake bears S. 52°00' W., 1,575 feet.

From corner No. 1, by metes and bounds, N. 77°00' W., 6,550 ft. to corner No. 2; S. 22°00' W., 1,220 ft. to corner No. 3; S. 42°30' E., 5,500 ft. to corner No. 4; N. 40°00' E., 4,890 ft. to corner No. 1, the place of beginning.

The tract as described contains approximately 397 acres.

##### Comanche Lake Recreation Area

A tract lying in unsurveyed Sec. 24, Beginning at corner No. 1, from which an iron stake at the outlet of Comanche Lake bears N. 35°30' W., 340 ft.

From corner No. 1, by metes and bounds, N. 41°30' E., 1,420 ft. to corner No. 2; N. 78°30' W., 935 ft. to corner No. 3; S. 61°00' W., 1,720 ft. to corner No. 4; S. 31°30' W., 1,185 ft. to corner No. 5; S. 35°00' E., 625 ft. to corner No. 6; N. 58°00' E., 2,010 ft. to corner No. 1, the place of beginning.

The tract as described contains approximately 71 acres.

##### Venable Lakes Recreation Area

A tract lying in unsurveyed Sec. 13 and 14, Beginning at corner No. 1, from which an iron stake at the outlet of the Upper Venable Lake bears N. 40°00' E., 650 ft.

From corner No. 1, by metes and bounds, S. 73°00' E., 2,440 ft. to corner No. 2; N. 50°00' E., 2,370 ft. to corner No. 3; N. 86°00' W., 4,445 ft. to corner No. 4; S. 14°00' E., 1,150 ft. to corner No. 1, the place of beginning.

The tract as described contains approximately 112 acres.

##### Goodwin Lakes Recreation Area

A tract lying in unsurveyed Sec. 11, Beginning at corner No. 1 from which an iron stake at the outlet of the Lower Lake bears S. 67°00' W., 710 ft.

From corner No. 1, by metes and bounds, N. 31°00' W., 1,150 ft. to corner No. 2; S. 52°30' W., 1,570 ft. to corner No. 3; S. 28°00' W., 1,640 ft. to corner No. 4; S. 29°00' E., 1,340 ft. to corner No. 5; N. 24°30' E., 1,120 ft. to corner No. 6; N. 43°00' E., 2,155 ft. to corner No. 1, the place of beginning.

The tract as described contains approximately 92 acres.

##### Goodwin Creek Picnic Ground

##### NEW MEXICO PRINCIPAL MERIDIAN, COLORADO

T. 44 N., R. 12 E.,  
Sec. 1, Unsurveyed.  
T. 45 N., R. 12 E.,  
Sec. 36, Unsurveyed.

## SIXTH PRINCIPAL MERIDIAN, COLORADO

T. 23 S., R. 73 W.

Sec. 6, A tract lying in the above Secs. 1, 36 and 6, Beginning at corner No. 1, from which an iron stake at the south end of Lower Beaver Pond bears S. 85°00' W., 390 ft.

From corner No. 1, by metes and bounds, N. 60°30' W., 3,780 ft. to corner No. 2; S. 30°00' W., 960 ft. to corner No. 3; S. 60°30' E., 2,450 ft. to corner No. 4; S. 78°30' E., 1,600 ft. to corner No. 5; N. 7°00' E., 505 ft. to corner No. 1, the place of beginning.

The tract as described contains approximately 87 acres.

The above tracts aggregate approximately 1,543.48 acres.

J. ELLIOTT HALL,  
Lands and Minerals Officer.

[F.R. Doc. 59-3644; Filed, Apr. 29, 1959;  
8:46 a.m.]

[Fairbanks 019746]

## ALASKA

### Notice of Proposed Withdrawal; Amendment

APRIL 24, 1959.

The notice of the application for withdrawal filed by the Atomic Energy Commission for its "Operation Plowshare," which notice appeared in the FEDERAL REGISTER of September 5, 1958, at page 6840, is hereby amended to describe the area applied for as containing 1,600 square miles rather than 40 square miles.

J. P. BEIRNE,  
Acting Director.

[F.R. Doc. 59-3645; Filed, Apr. 29, 1959;  
8:46 a.m.]

[Idaho 08819]

## IDAHO

### Order Providing For Opening of Public Lands

APRIL 24, 1959.

Pursuant to authority delegated to me by Bureau Order No. 541, dated April 21, 1954 (19 F.R. 2473) and amendment of Idaho Small Tract Classification Order No. 7 dated December 18, 1957, it is ordered as follows:

#### BOISE MERIDIAN, IDAHO

T. 1 N., R. 44 E.,  
Sec. 17, N $\frac{1}{2}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ , N $\frac{1}{2}$ S $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
S $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ , SW $\frac{1}{4}$ SE $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ , W $\frac{1}{2}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
SE $\frac{1}{2}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$ , NE $\frac{1}{2}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
E $\frac{1}{2}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$ , SW $\frac{1}{4}$ NE $\frac{1}{4}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
SE $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ , E $\frac{1}{2}$ SE $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ , E $\frac{1}{2}$ SW $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
W $\frac{1}{2}$ SE $\frac{1}{4}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ , E $\frac{1}{2}$ NE $\frac{1}{4}$ SE $\frac{1}{4}$ ,  
SE $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ , NW $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ , NE $\frac{1}{2}$   
SW $\frac{1}{4}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ , E $\frac{1}{2}$ NW $\frac{1}{4}$ SW $\frac{1}{4}$ SE $\frac{1}{4}$ , S $\frac{1}{2}$ S $\frac{1}{4}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$ .

The area described totals 110 acres of public lands.

The land is near the small town of Irwin, Idaho, and some of it borders the surfaced highway No. 26. Elevation is

about 5,200 feet. The surface is generally smooth with very modest changes in surface elevation. The land is nearly level. Soil is a cobbly fine sand to cobbly loam. Vegetative cover is mainly sagebrush and cheatgrass with weeds.

No application for these lands will be allowed under the homestead, desert-land small-tract, or any other nonmineral public-land law, unless the lands have already been classified as valuable, or suitable for such type of application, or shall be so classified upon consideration of an application. Any application that is filed will be considered on its merits. The lands will not be subject to occupancy or disposition until they have been classified.

a. Applications and selections under the nonmineral public-land laws may be presented to the Manager mentioned below, beginning on the date of this order. Such applications, and selections will be considered as filed on the hour and respective dates shown for the various classes enumerated in the following paragraphs:

(1) Applications by persons having prior existing valid settlement rights, preference right conferred by existing laws, or equitable claims subject to allowance and confirmation will be adjudicated on the facts presented in support of each claim or right. All applications presented by persons other than those referred to in this paragraph will be subject to the applications and claims mentioned in this paragraph.

(2) All valid applications under the Homestead, Desert Land, and Small Tract Laws by qualified veterans of World War II or of the Korean Conflict, and by others entitled to preference rights under the act of September 27, 1944 (58 Stat. 747; 43 U.S.C. 279-284 as amended), will be considered as simultaneously filed at that hour. Rights under such preference right applications filed after that hour and before 10:00 a.m. on May 30, 1959, will be governed by the time of filing.

(3) All valid applications and selections under the nonmineral public land laws, other than those coming under paragraphs (1) and (2) above, presented prior to 10:00 a.m. on August 29, 1959, will be considered as simultaneously filed at that hour. Rights under such applications and selections filed after that hour will be governed by the time of filing.

No application for these lands will be allowed under the homestead, desert-land, small-tract, or any other nonmineral public-land law, unless the lands have already been classified as valuable, or suitable for such type of application, or shall be so classified upon consideration of an application. Any application that is filed will be considered on its merits. The lands will not be subject to occupancy or disposition until they have been classified.

Inquiries concerning these lands shall be addressed to the Manager, Land Office, Bureau of Land Management, P.O. Box 2237, Boise, Idaho.

J. R. PENNY,  
State Supervisor.

[F.R. Doc. 59-3646; Filed, Apr. 29, 1959;  
8:46 a.m.]

## NOTICES

[Montana 023270]

### MONTANA

#### Notice of Proposed Withdrawal and Reservation of Lands

APRIL 23, 1959.

The Bureau of Reclamation, U.S. Department of the Interior, has filed an application, Serial Number M-023270, for the withdrawal of the lands described below, from all forms of appropriation under the public land laws, except those forms of applications which are permitted on Reclamation withdrawn lands. Grazing administration will be retained by the Bureau of Land Management until the lands are required by the Bureau of Reclamation. The applicant desires the land for use in connection with the Three Forks Division Irrigation Project.

For a period of thirty days from the date of publication of this notice, all persons who wish to submit comments, suggestions, or objections in connection with the proposed withdrawal may present their views in writing to the undersigned officer of the Bureau of Land Management, Department of the Interior, 1245 North 29th Street, Billings, Montana.

If circumstances warrant it, a public hearing will be held at a convenient time and place, which will be announced.

The determination of the Secretary on the application will be published in the FEDERAL REGISTER. A separate notice will be sent to each interested party of record.

The lands involved in the application are:

#### PRINCIPAL MERIDIAN, MONTANA

T. 4 N., R. 1 E.  
Sec. 5, lots 3, 4, W $\frac{1}{2}$  SE $\frac{1}{4}$ .  
T. 5 N., R. 2 E.  
Sec. 24, SE $\frac{1}{4}$ .  
Sec. 25, N $\frac{1}{2}$  SW $\frac{1}{4}$ , SE $\frac{1}{4}$  SW $\frac{1}{4}$ , SE $\frac{1}{4}$ .  
Sec. 35, E $\frac{1}{2}$  SE $\frac{1}{4}$ , SW $\frac{1}{4}$  SE $\frac{1}{4}$ .  
T. 4 S., R. 6 W.  
Sec. 34, NE $\frac{1}{4}$  NE $\frac{1}{4}$ .  
T. 5 S., R. 6 W.  
Sec. 2, lot 1;  
Sec. 6, lot 1.

The areas described aggregate 839.86 acres.

R. D. NIELSON,  
State Supervisor.

[F.R. Doc. 59-3647; Filed, Apr. 29, 1959;  
8:47 a.m.]

### MONTANA

#### Notice of Proposed Withdrawal and Reservation of Lands

APRIL 23, 1959.

The United States Forest Service, Department of Agriculture, has filed an application, Serial Number M-032373, for the withdrawal of the lands described below, from location and entry under the general mining laws, subject to existing valid claims. The applicant desires the land for the development of public picnic sites and campgrounds.

For a period of thirty days from the date of publication of this notice, all per-

sons who wish to submit comments, suggestions, or objections in connection with the proposed withdrawal may present their views in writing to the undersigned officer of the Bureau of Land Management, Department of the Interior, 1245 North 29th Street, Billings, Montana.

If circumstances warrant it, a public hearing will be held at a convenient time and place, which will be announced.

The determination of the Secretary on the application will be published in the FEDERAL REGISTER. A separate notice will be sent to each interested party of record.

The lands involved in the application are:

#### PRINCIPAL MERIDIAN, MONTANA

T. 15 N., R. 25 W.  
Sec. 9, That part of the NW $\frac{1}{4}$  lying east of the Northern Pacific Railway Company right-of-way.

Total area approximately 85 acres.

R. D. NIELSON,  
State Supervisor.

[F.R. Doc. 59-3648; Filed, Apr. 29, 1959;  
8:47 a.m.]

[Classification 32]

[B-26651]

### COLORADO

#### Small Tract Classification

1. Pursuant to authority delegated to me by the State Supervisor, Bureau of Land Management, effective February 19, 1958 (23 F.R. 1098), I hereby classify the following described public lands, totaling 40 acres in Lake County, Colorado, as suitable for disposition under the Small Tract Act of June 1, 1938 (52 Stat. 609; 43 U.S.C. 682a), as amended:

#### SIXTH PRINCIPAL MERIDIAN, COLORADO

T. 10 S., R. 80 W.  
Sec. 27, NE $\frac{1}{4}$  SE $\frac{1}{4}$ .

Containing 40 acres which have not been subdivided into small tracts.

2. Classification of the above described lands by this order segregates them from all appropriations, including locations under the mining laws, except as to applications under the mineral leasing laws.

3. The lands classified by this order shall not become subject to application under the Small Tract Act of June 1, 1938 (52 Stat. 609; 43 U.S.C. 682a), as amended, until it is so provided by an order to be issued by an authorized officer opening the lands to application or bid with a preference right to veterans of World War II and of the Korean conflict and other qualified persons entitled to preference under the Act of September 27, 1944 (58 Stat. 497; 43 U.S.C. 279-284), as amended.

4. All valid applications filed prior to April 13, 1959, will be granted, as soon as possible, the preference right provided for by 43 CFR 257.5(a).

J. ELLIOTT HALL,  
Lands and Minerals Officer.

APRIL 21, 1959.

[F.R. Doc. 59-3649; Filed, Apr. 29, 1959;  
8:47 a.m.]

**Office of the Secretary**  
**PEORIA TRIBE OF INDIANS OF OKLAHOMA**  
**Final Membership Roll**

Pursuant to the Act of August 2, 1956 (70 Stat. 937), there is listed below the final roll of the members of the Peoria Tribe of Oklahoma.

Disposition has been made of all appeals to the Secretary contesting the inclusion or omission of the name of any person on or from the proposed roll as published in the FEDERAL REGISTER on May 9, 1957 (22 F.R. 3271).

ROGER ERNST,  
*Assistant Secretary of the Interior.*

APRIL 15, 1959.

**FINAL ROLL—PEORIA TRIBE OF OKLAHOMA**

Prepared pursuant to the Act of August 2, 1956 (70 Stat. 937)

Roll No.		Name	Sex	Date of birth	Allotment No.	Degree of blood	Family relationship	Residence	Remarks
Final	Proposed								
1	1	Adams, Lula Elsie Williams	F	2-18-03	None	5/16	Head	3628 Brooklyn Ave., Kansas City, Mo.	
2	2	Adams, Edith Elsie	F	1-15-33	None	5/32	Daughter	do	
3	3	Adams, Albert Walker	M	11-7-30	None	5/32	Head	Fremont, Nebr.	
4	4	Adams, Charles Richard	M	5-22-29	None	5/32	do	507 East 30th, Kansas City, Mo.	
5	5	Adams, Willard Cunningham	F	6-24-24	None	1/8	do	Long Beach, Calif.	
6	6	Adams, Michael Patrick	M	2-8-48	None	1/16	Son	do	
7	7	Adams, Margarette Jane	F	2-19-50	None	1/16	Daughter	do	
8	8	Alnscoo, Dorothy Lou Adams	F	3-8-22	None	7/32	Head	1647 Pattle, Wichita, Kans	
9	9	Arink, Mary Patricia Bauman	F	8-15-29	None	1/32	do	410 West 32d St., Joplin, Mo.	
10	10	Arnett, Rodney	M	1910	None	1/8	do	Miami, Okla.	
11	11	Avey, Anna May Knighten	F	3-20-30	None	1/4	do	Holbrook, Ariz.	
12	12	Ball, Imogene Landers	F	6-10-18	None	1/8	do	416 H SE., Miami, Okla.	
13	13	Ball, Ben Raymond	M	4-11-42	None	1/16	Son	do	
14	14	Ball, Sue Ellen	F	11-12-42	None	1/16	Daughter	do	
15	15	Ball, Archie Damon	M	6-19-49	None	1/16	Son	do	
16	16	Barnard, Lena Finley	F	6-27-88	56	1/2	Head	Tulsa, Okla.	
17	17	Barnard, Oletha	F	8-27-07	None	1/4	Daughter	do	
18	18	Barnard, Charles F	M	10-3-12	None	1/4	Head	do	
19	19	Barnard, Charles	M	1-15-51	None	1/8	Son	do	
20	20	Barnard, Joseph	M	1-15-51	None	1/8	do	do	
21	21	Bauman, Marguerite Osborne	F	1-19-96	None	1/16	Head	410 West 32d St., Joplin, Mo.	
22	22	Bauman, Alice Elizabeth	F	3-20-36	None	1/32	Daughter	do	
23	23	Bear, Bright Bessie Charley	F	3-16-89	150	1/4	Head	Los Angeles, Calif.	
24	24	Beaver, Matilda Stand	F	6-14-88	None	Full	do	Miami, Okla.	
25	370	Bender, Lois Arlene	F	4-5-44	None	1/8	Daughter	4029 South West 25th, Oklahoma City, Okla.	
26	25	Black, Wilma Munson	F	12-30-20	None	1/8	Head	Rural Route, Welch, Okla	
27	26	Black, Gayle Wayne	M	12-30-44	None	1/16	Son	do	
28	27	Black, Mary Annette	F	6-18-46	None	1/16	Daughter	do	
29	28	Black, Robert Lynn	M	10-13-48	None	1/16	Son	do	
30	29	Bialock, Alice Blackhoof	F	6-10-77	50	Full	Head	Miami, Okla.	
31	30	Bialock, Eugene Herbert	M	6-16-07	None	1/2	Son	do	
32	31	Bialock, Francis Jack	M	9-20-19	None	1/2	do	do	
33	32	Bialock, Charles Weidoe	M	11-6-10	None	1/2	Head	do	
34	33	Bialock, Ruth Jean	F	6-8-39	None	1/4	Daughter	do	
35	34	Bialock, Rosemary	F	10-30-41	None	1/4	do	do	
36	35	Bialock, Allen George	M	4-1-44	None	1/4	Son	do	
37	323	Bolin, Joe Thomas, Jr.	M	11-23-46	None	3/32	do	4303 Tanner, Midland, Tex.	
38	36	Bowers, Lobertha Munson	F	9-10-33	None	1/8	Head	Bartlesville, Okla.	
39	343	Boquist, Elizabeth Ann Michael	F	2-27-39	None	1/8	Wife	1011 1/2 West Augusta, Spokane, Wash.	
40	37	Boyd, Maggie Smith	F	10-22-83	52	1/2	Head	Commerce, Okla.	
41	38	Boyd, Norman Alonzo	M	5-14-08	None	1/4	do	Keller, Wash.	
42	40	Boyd, Ernest Earl	M	2-9-10	None	1/4	do	Mineral, Wash.	
43	41	Boyd, Dorothy Ruth	F	1-11-44	None	1/8	Daughter	Keller, Wash.	
44	42	Boyd, Basil Marvin	M	6-2-25	None	1/4	Head	Commerce, Okla.	
45	43	Boyd, Marvin Earl	M	11-11-50	None	1/8	Son	do	
46	44	Boyd, Bennie Leroy	M	4-13-51	None	1/8	do	do	
47	45	Boyd, Gerald Basil	M	12-10-53	None	1/8	do	do	
48		Boyd, Pamela Jean	F	9-6-53	None	1/8	Daughter	do	
49	46	Boyd, Keith Melvin	M	9-2-27	None	1/4	Head	6327 San Rafo Circle, Buena, Calif.	
50	47	Boyd, Jamie Daniel	M	2-8-54	None	1/8	Son	do	
51	48	Brashear, Veronica Williams	F	1-4-17	None	5/16	Head	Miami, Okla.	
52	49	Brashear, Leonard	M	5-2-40	None	5/32	Son	do	
53	50	Brashear, John Henry	M	2-4-42	None	5/32	do	do	
54	51	Brashear, Alma Louise	F	9-14-43	None	5/32	Daughter	do	
55	52	Brashear, Etta Jean	F	7-14-45	None	5/32	do	do	
56	53	Brashear, Lloyd Ray	M	9-20-47	None	5/32	Son	do	
57	54	Brewer, Belle Amilla Ensworth	F	1-2-91	None	1/16	Head	5820 Southeast 49th St., Portland, Oreg.	
58	55	Bright, Columbus	M	3-8-16	None	1/4	Son	Los Angeles, Calif.	
59	56	Bright, William G.	M	5-31-12	None	1/4	do	do	
60	57	Brisbin, Naomi Perry	F	9-30-05	None	1/4	Head	Taos, N. Mex.	
61	58	Bross, Dixie Lee Ross	F	4-16-30	None	1/4	do	1820 Ina Mae, Oklahoma City, Okla.	
62	59	Brotherton, Juanita Gertrude Staton	F	1-29-17	None	1/4	do	Miami, Okla.	
63	60	Brown, Georgia Skye	F	1-30-06	None	1/4	do	2720 East 22d Pl., Tulsa, Okla.	
64	62	Bryant, Leslie Munson	F	9-5-31	None	1/8	do	Miami, Okla.	
65	608	Burns, Beatrice Skye	F	10-11-08	None	1/4	do	Pipestone, Minn.	
66	609	Busby, Lorene J. Hedges	F	3-25-11	None	1/4	do	Osage Agency, Pawhuska, Okla.	
67	610	Busby, Eugene Alvin	M	8-21-29	None	1/8	do	Gardena, Calif.	
68	611	Busby, Alvin, Jr.	M	2-10-48	None	1/16	Son	do	
69	612	Busby, Caroline Jean	F	12-2-49	None	1/16	Daughter	do	
70	613	Busby, Judy Kathleen	F	4-7-51	None	1/16	do	do	
71	614	Busby, Noreen Jane	F	4-24-55	None	1/16	do	do	
72	615	Busby, Harold R.	M	11-9-30	None	1/8	Head	Wilmington, Calif.	
73	616	Busby, Michael Ray	M	6-14-52	None	1/16	Son	do	
74	617	Busby, Robert Glen	M	6-5-53	None	1/16	do	do	
75	618	Buzzard, Grace Williams	F	4-11-19	None	5/16	Head	Lindsay, Calif.	
76	619	Cartwright, Helen M. Fay	F	7-1-27	None	1/8	do	Arlington, Wash.	

## NOTICES

## FINAL ROLL—PEORIA TRIBE OF OKLAHOMA—Continued

Roll No.	Name		Sex	Date of birth	Allot-ment No.	Degree of blood	Family relationship	Residence	Remarks
Final	Proposed								
77	620	Cartwright, Dottie Lou	F	3- 1-45	None	1/16	Daughter	Arlington, Wash.	
78	621	Cartwright, Judy Mae	F	3-24-47	None	1/16	do	do	
79	462	Chambers, Betty Rose	F	1-29-22	None	3/32	do	Lindsay, Calif.	
80	63	Charloe, Georgie E. Ross	F	8- 1-07	None	1/2	Head	Route 1, Wyandotte, Okla.	
81	64	Cheshewalla, Margaret Bright	F	6- 6-14	None	1/4	do	Los Angeles, Calif.	
82	65	Conger, Calista Mitchell	F	7-24-02	None	1/32	do	Tulsa, Okla.	
83	66	Conger, Earnest Earl	M	3-14-21	None	1/16	Son	do	
84	67	Connolly, Lessie Labadie	F	9-17-91	None	1/8	Head	Miami, Okla.	
85	68	Connolly, John C.	M	10-26-17	None	1/16	do	Rural Route, Fairland, Okla.	
86	69	Conrad, Davis, Lorene E. Neice	F	11- 4-22	None	3/8	do	618 West 3d, Tulsa, Okla.	
87	70	Conrad, Charles Thomas	M	11-12-48	None	3/16	Son	do	
88	71	Copeland, Naomi Smith	F	10- 2-12	None	1/16	Head	Wauke, Iowa	
89	72	Cox, Imogene Munson	F	10-30-26	None	1/8	do	Bartlesville, Okla.	
90	73	Cox, Joseph Lester	M	4-19-51	None	1/16	Son	do	
91	74	Cox, William Robert	M	4-22-48	None	1/16	do	do	
92	75	Cross, Ethel Jean Knighten	F	8-26-34	None	1/4	Head	127 River Cliff Apt., Little Rock, Ark.	
93	76	Cunningham, Irene Peckham	F	7-15-06	None	1/4	do	915½ South Mariposa, Los Angeles, Calif.	
94	77	Czapla, Winona J. Myers	F	10-11-17	None	1/16	do	106 Karns St., Belvedere, S.C.	
95	78	Czapla, Edward Andrew	M	9-22-46	None	1/32	Son	do	
96	79	Davis, Charlotte Mae	F	8- 3-45	None	3/16	Daughter	618 West 3d, Tulsa, Okla.	
97	80	Davis, Rita Josephine	F	2-22-43	None	3/16	do	do	
98	81	Day, Mabel Staton	F	11-28-32	None	1/4	Head	Joplin, Mo.	
99	82	Day, Debra Mae	F	5-23-54	None	1/8	Daughter	do	
100	83	Douthit, Christina Osborn	F	12-15-98	None	1/8	Head	Reliance, Wyo.	
101	84	Eddy, Ceceil	M	4-20-22	None	1/4	do	4332 North Frankfort Pl., Tulsa, Okla.	
102	85	Eddy, Michael Amos	M	3-23-51	None	1/8	Son	do	
103	86	Eddy, Romney Lee	M	8-24-53	None	1/8	do	do	
104	87	Eichinger, Ramona Valley	F	11-12-29	None	3/8	Head	U.S. Army, Germany	
105	88	Eichinger, Michael E.	M	(?)	None	3/16	Son	do	
106	89	Eichinger, Robert A.	M	(?)	None	3/16	do	do	
107	90	Eichinger, Louise J.	F	(?)	None	3/16	Daughter	do	
108	91	Elliott, Cynthia Faye	F	7-31-48	None	5/64	do	Sugar Creek, Mo.	
109	92	Ellis, Eldora Neice	F	11- 1-07	None	3/8	Head	4957 South Boston Pl., Tulsa, Okla.	
110	93	Ellis, Emmett N., III	M	7-31-33	None	3/16	do	4742 South Cincinnati, Tulsa, Okla.	
111	94	Ellis, Emmett, IV	M	8-27-53	None	3/32	Son	do	
112	95	Ely, Maxine Palmer	F	1-20-07	None	1/8	Head	Oklahoma City, Okla.	
113	96	Ely, Betty Jo	F	5-15-32	None	1/16	Daughter	do	
114	97	Ely, Don E.	M	4- 8-34	None	1/16	Son	do	
115	98	Enswoorth, Clarence Earl	M	12- 6-88	110	1/8	Head	Commerce, Okla.	
116	99	Enswoorth, Sanford O.	M	8-29-11	None	1/16	Son	do	
117	100	Enswoorth, Fred	M	7- 6-84	108	1/16	Head	do	
118	101	Enswoorth, William L.	M	8-31-99	None	1/16	do	850 South St., Globe, Ariz.	
119	102	Enswoorth, Lynn D.	M	12-29-32	None	1/32	do	do	
120	103	Ervin, Sallie Wilson Neice	F	5- 4-04	None	3/8	do	Tulsa, Okla.	
121	104	Eullitt, Mary L. Staton	F	11-23-23	None	1/4	do	Ramona, Okla.	
122	105	Eullitt, David F.	M	6- 3-41	None	1/8	Son	do	
123	106	Eullitt, Billie Marie	F	3-27-46	None	1/8	Daughter	do	
124	107	Eullitt, Ricky Joe	M	7-14-55	None	1/8	Son	do	
125	108	Evans, Dorothy Jane Knighten	F	11-29-20	None	1/4	Head	R. R. 3, Sedro Wooley, Wash.	
126	109	Eversole, Alice Osborn	F	3-20-02	None	1/16	do	301 H NW, Miami, Okla.	
127	110	Farris, Guy	M	8- 1-89	None	1/2	do	Picher, Okla.	
128	111	Fay, Hazel V. Boyd	F	2-10-05	None	1/4	do	Arlington, Wash.	
129	112	Fay, Betty L.	F	12-10-30	None	1/8	Daughter	do	
130	113	Finley, Lee John, Sr.	M	11- 9-93	None	1/2	Head	815 South Columbia, Tulsa, Okla.	
131	114	Finley, Leo John, Jr.	M	7-12-24	None	1/4	do	Tulsa, Okla.	
132	115	Finley, Geogory Richard	M	7-18-45	None	1/8	Son	do	
133	116	Finley, Kay Suzanne	F	7-24-51	None	1/8	Daughter	do	
134	117	Finley, John Steven	M	3- 8-54	None	1/8	Son	do	
135	118	Finley, Jim Barton	M	6-16-28	None	1/4	Head	do	
136	119	Finley, Gail Ann	F	6-24-53	None	1/8	Daughter	do	
137	120	Freidlander, Beulah B. Boyd	F	12-12-16	None	1/4	Head	1707 Cedar St., Coulee Dam, Wash.	
138	121	Froman, Asa	M	1-29-95	None	1/2	do	Miami, Okla.	
139	122	Froman, Guy	M	2- 4-02	None	1/2	do	214 F NE, Miami, Okla.	
140	123	Froman, Robert Guy	M	12-31-35	None	1/4	Son	do	
141	124	Froman, John Edward	M	4-16-37	None	1/4	do	do	
142	125	Froman, David Wesley	M	12-31-38	None	1/4	do	do	
143	126	Froman, Ronald	M	6-29-40	None	1/4	do	do	
144	127	Froman, Donald	M	6-20-40	None	1/4	do	do	
145	128	Froman, William Henry	M	9- 5-33	None	1/4	Head	1604 South College, Tulsa, Okla.	
146	129	Froman, Guy Wesley	M	7- 8-56	None	1/8	Son	do	
147	130	Gaines, Lorene Ross	F	3- 4-15	None	1/2	Head	835 Park, Miami, Okla.	
148	131	Gibson, Mary-Studyvia Sacto	F	11-26-89	69	Full	do	Miami, Okla.	
149	132	Gilbreth, Genevieve Bauman	F	1- 3-31	None	1/32	do	Jefferson City, Mo.	
150	133	Giles, Ruby Peckham	F	12-23-98	None	1/4	do	do	
151	134	Giles, Marion	M	8-20-22	None	1/8	Son	do	
152	135	Giles, Nell	F	3-24-24	None	1/8	Daughter	do	
153	136	Giles, Moody	M	11-15-28	None	1/8	Son	do	
154	137	Giles, Shirley Ed.	F	9- 1-33	None	1/8	Daughter	do	
155	138	Giles, Carol Ed.	M	3-14-37	None	1/8	Son	do	
156	139	Giles, Gary Leroy	M	8-14-42	None	1/8	do	do	
157	140	Giles, John	M	5-22-25	None	1/8	Head	do	
158	141	Giles, Donnie	M	5- 5-48	None	1/16	Son	do	
159	142	Giles, Sharon Ann	F	8-21-49	None	1/16	Daughter	do	
160	143	Giles, David	M	6-11-52	None	1/16	Son	do	
161	144	Gilliam, Gloria A. Brasher	F	7- 4-37	None	5/32	Head	do	
162	145	Gilliam, Atonda Sue	F	2-22-56	None	3/64	Daughter	do	
163	146	Guades, Reba J. Miller	F	6- 5-30	None	1/4	Head	1002 Galena Ave., Galena, Kans.	
164	147	Goford, Juanita Warbington	F	1- 1-16	None	1/8	do	Route 1, Columbus, Kans.	
165	148	Goford, Joe Luther	M	2-28-36	None	1/16	Son	do	
166	149	Goford, Juanita Naomi	F	10-27-37	None	1/16	Daughter	do	
167	150	Goford, James Richard	M	8-23-47	None	1/16	Son	do	
168	151	Green, Annabell Johnson	F	12-29-19	None	1/8	Head	Picher, Okla.	
169	152	Green, Carol Ann	F	12- 3-39	None	1/16	Daughter	do	
170	153	Green, Erma Fay	F	6-13-41	None	1/16	do	do	
171	154	Green, Claudia Marie	F	8- 1-48	None	1/16	do	do	
172	155	Green, Saralee	F	5-19-45	None	1/16	do	do	
173	156	Green, Rosalee	F	6- 9-43	None	1/16	do	do	

## FINAL ROLL—PEORIA TRIBE OF OKLAHOMA—Continued

Roll No.	Name	Sex	Date of birth	Allotment No.	Degree of blood	Family relationship	Residence	Remarks
First Proposed								
174	158 Hamilton, Kathleen Staton	F	3-24-25	None	1/8	Head	Miami, Okla.	
175	159 Hamilton, Kay Elaine	F	7-20-46	None	1/16	Daughter	do	
176	160 Hannah, Lena Lois Landers	F	7-5-22	None	1/8	Head	do	
177	161 Hannah, Jannah Ann	F	5-16-51	None	1/16	Daughter	do	
178	162 Hannah, Peggy Sue	F	3-20-48	None	1/16	do	do	
179	163 Hannah, John Erie	M	8-6-54	None	1/16	Son	do	
180	164 Hargrove, Elizabeth Froman	F	8-15-29	None	1/4	Head	Route 2, Pryor, Okla.	
181	165 Hargrove, Joe Curtis	M	7-3-52	None	1/8	Son	do	
182	166 Hargrove, Mark	M	11-8-54	None	1/8	do	do	
183	167 Hartman, Carroll Finley	F	10-8-15	None	1/4	Head	Tulsa, Okla.	
184	168 Hartman, John Phillip	M	3-7-43	None	1/8	Son	do	
185	169 Hartman, David Vincent	M	1-9-47	None	1/8	do	do	
186	170 Hedges, Estella Staton	F	5-10-87	130	1/2	Head	Elmira, Oreg.	
187	171 Hedges, Owen Perry	M	8-20-12	None	1/4	Son	do	
188	172 Hedges, John Patrick	M	3-17-22	None	1/4	Head	do	
189	173 Hedges, John Patrick	M	1-12-53	None	1/8	Son	do	
190	174 Hedges, Donald Walter	M	6-20-55	None	1/8	do	do	
191	175 Hedges, Forrest	M	6-26-14	None	1/4	Head	Osage Agency, Pawhuska, Okla.	
192	176 Hedges, Robert Elmer	M	3-16-39	None	1/8	Son	do	
193	177 Hedges, Roberta	F	3-16-41	None	1/8	Daughter	do	
194	178 Hedges, Buster	M	5-24-43	None	1/8	Son	do	
195	179 Hedges, Dorothy	F	6-26-49	None	1/8	Daughter	do	
196	180 Hedges, Nancy	F	1-12-52	None	1/8	do	do	
197	181 Hedges, Walter A.	M	8-26-09	None	1/4	Head	Torrance, Calif.	
198	182 Hedges, Walter Perry	M	7-28-39	None	1/8	Son	do	
199	183 Hedges, John Eldon	M	3-5-42	None	1/8	do	do	
200	184 Hedges, Daniel Ray	M	4-4-44	None	1/8	do	do	
201	185 Hedges, Judith Sherry	F	8-25-50	None	1/8	Daughter	do	
202	186 Helmick, Henrietta Mitchell	F	10-7-05	None	1/32	Head	Commerce, Okla.	
203	187 Helmick, Jessie M. Jr.	M	5-22-24	None	1/64	Son	do	
204	188 Helmick, Everett Leon	M	3-3-28	None	1/64	do	do	
205	189 Helmick, Ollie Mitchell	F	10-2-03	None	1/32	Head	do	
206	190 Helmick, George	M	12-2-21	None	1/64	Son	do	
207	191 Helmick, Evelyn	F	1-21-23	None	1/64	Daughter	do	
208	192 Helmick, Don	M	6-26-25	None	1/64	Son	do	
209	193 Helmick, Christina	F	8-13-27	None	1/64	Daughter	do	
210	194 Hopkins, Christina Perry	F	4-26-92	None	1/4	Head	Pawhuska, Okla.	
211	195 Hopkins, Jack	M	3-14-17	None	1/8	Son	Muskogee, Okla.	
212	196 Hopkins, Orville	M	3-2-19	None	1/8	do	do	
213	197 Hopkins, Nell, formerly Simpson	F	10-14-14	None	1/8	Daughter	Osage Agency, Pawhuska, Okla.	
214	198 Humphrey, Ruth May Ross	F	2-5-00	None	1/2	Head	712 South Guthrie, Tulsa, Okla.	
215	199 Humphrey, Julia Tressa	F	2-4-31	None	1/4	Daughter	do	
216	200 Hylton, Wanda Shapp	F	12-31-21	None	1/4	Head	808 D NW, Miami, Okla.	
217	201 Hylton, Susan Elizabeth	F	11-10-51	None	1/8	Daughter	do	
218	202 Jarrett, Naomi Walton	F	3-3-94	None	1/4	Head	Columbus, Kans.	
219	203 Jurrett, Walton	M	1-23-24	None	1/8	Son	do	
220	204 Jewell, Lou Ann	F	6-30-51	None	5/64	Daughter	7704 East 50th Ter., Kansas City, Mo.	
221	205 Johnson, Billie Bob	M	3-17-22	None	1/8	Head	U.S. Army, Germany	
222	206 Johnson, William Robert	M	9-3-47	None	1/16	Son	do	
223	207 Johnson, Randy Scott	M	2-26-53	None	1/16	do	do	
224	208 Johnson, Lenora Rocker	F	4-21-07	None	3/16	Head	Lindsay, Calif.	
225	209 Johnson, Richard Ray	M	12-1-28	None	3/32	Son	do	
226	210 Johnson, Thomas Lee	M	12-12-31	None	3/32	do	do	
227	211 Johnson, Melba Ethel Boyd	F	4-26-19	None	1/4	Head	Medical Lake, Wash.	
228	212 Johnson, Leslie Lars	M	4-20-41	None	1/8	Son	do	
229	213 Johnson, Ronald Lee	M	11-12-42	None	1/8	do	do	
230	214 Johnson, Karl Roy	M	5-8-51	None	1/8	do	do	
231	215 Jones, Edna Labadie	F	7-21-92	None	1/8	Head	3421 Tarissa Dr., Los Angeles, Calif.	
232	216 Jones, Viola Rose Blackhawk	F	9-17-23	None	1/8	do	3301 McCormick, Wichita, Kans.	
233	217 Jones, Cheryl Candice	F	6-10-50	None	5/64	Daughter	Daughter of Corrine Loftis Jones Lamkin.	
234	218 Jones, Theresa Ann	F	7-24-51	None	5/64	do	do	
235	219 Jones, Robert Oran	M	3-29-53	None	5/64	Son	do	
236	220 Jordan, James Waller	M	4-5-48	None	1/8	do	Tulsa, Okla.	
237	221 Kelley, Alice Giles	F	10-17-26	None	1/8	Head	Miami, Okla.	
238	222 Kelley, Rebecca Irene	F	4-3-54	None	1/16	Daughter	do	
239	223 Kennerly, Fannie Charley Thorne	F	7-18-91	None	1/4	Head	1661 Normandy, Los Angeles, Calif.	
240	224 Killough, Ida L. Midge McQuillin Urquhart	F	12-27-12	None	1/2	do	Miami, Okla.	
241	225 Killough, Jan Colbert	F	3-19-50	None	1/4	Daughter	do	
242	226 Killough, Bobbie Rae	F	10-6-52	None	1/4	do	do	
243	227 Kinder, Helen Skye	F	11-15-24	None	1/4	Head	Baxter Springs, Kans.	
244	228 Kinder, Leanne Alyce	F	12-3-48	None	1/8	Daughter	do	
245	229 Kinder, Terrance Quinn	M	11-11-50	None	1/8	Son	do	
246	230 Kinder, Steave Culen	M	4-12-56	None	1/8	do	do	
247	231 King, Edna Eddy	F	9-26-92	None	1/2	Head	1224 Hasbrook Ave., Kansas City, Kans.	
248	232 King, Edward	M	2-9-12	None	1/4	Son	do	
249	233 King, Hal LeRoy	M	8-2-34	None	1/4	do	do	
250	234 King, Robert James	M	12-14-16	None	1/4	Head	Kansas City, Kans.	
251	235 King, Donna Dean	F	2-28-36	None	1/8	Daughter	do	
252	236 King, Jerry Dean	F	2-28-36	None	1/8	do	do	
253	237 King, Kenneth K.	M	4-8-17	None	1/4	Son	do	
254	238 King, Harley B.	M	5-5-19	None	1/4	Head	Iola, Kans.	
255	239 King, Spencer	M	4-19-43	None	1/8	Son	do	
256	240 King, Teresa Jane	F	11-5-45	None	1/8	Daughter	do	
257	241 King, Stephen Dale	M	12-30-46	None	1/8	Son	do	
258	242 King, Scott Linn	M	3-18-48	None	1/8	do	do	
259	243 King, Gerald B.	M	1-18-23	None	1/4	Head	Kansas City, Kans.	
260	244 King, David Lee	M	2-13-46	None	1/8	Son	do	
261	245 King, Harold Robert	M	3-29-48	None	1/8	do	do	
262	246 King, Herbert C.	M	7-18-31	None	1/4	Head	835 Quindaro, Kansas City, Kans.	
263	247 King, Robert	M	1-16-49	None	1/8	Son	do	
264	248 King, Kathleen Kay	F	1-24-51	None	1/8	Daughter	do	
265	249 Klegg, Philemon Jacqueline Adams	F	3-11-26	None	5/32	Head	Wichita, Kans.	
266	250 Knighten, Cora Miller	F	9-19-04	None	1/2	do	Box 184, Superior, Ariz.	
267	251 Knighten, Robert F.	M	8-11-23	None	1/4	do	2335 Grant Ave., Ogden, Utah	
268	252 Knighten, Willard	M	8-10-25	None	1/4	do	Ray, Ariz.	
269	253 Knighten, Nancy Pamela	F	7-2-42	None	1/4	Daughter	Superior, Ariz.	
270	254 LaBadie, Roy	M	5-3-87	99	1/8	Head	Long Beach, Calif.	
271	255 LaFaller, Stella Skye	F	10-28-88	25	1/2	do	Picher, Okla., Rural	
								Daughter of Cora Miller Knighten.

## NOTICES

## FINAL ROLL—PEORIA TRIBE OF OKLAHOMA—Continued

Roll No.		Name	Sex	Date of birth	Allot- ment No.	Degree of blood	Family rela- tionship	Residence	Remarks
Final	Pro- posed								
272	252	Larkin, Reuben	M	1893	None	1/4	Head	P.O. Box 1719, Westwood, Calif.	
273	253	Larkin, Edna M.	F	1-14-25	None	1/8	Daughter	Tulsa, Okla.	
274	253	Larkin, Lloyd George	M	10-13-22	None	1/8	Son	do	
275	254	Lamkin, Corrine Louise Adams Loftis Jones	F	6-21-24	None	5/32	Head	3301 McCormick, Wichita, Kans.	
276	261	Landers, William W.	M	4-14-16	None	1/8	do	Miami, Okla.	
277	262	Landers, Claude Earl	M	10-21-39	None	1/16	Son	do	
278	263	Landers, John William	M	12-13-54	None	1/16	do	do	
279	264	Landers, Bert	M	8-20-20	None	1/8	Head	do	
280	265	Landers, Larry Edward	M	2-23-42	None	1/16	Son	do	
281	266	Landers, Sharon Kay	F	10-29-48	None	1/16	Daughter	do	
282	267	Landers, James P.	M	9-5-25	None	1/8	Head	do	
283	268	Landers, Jack Allen	M	7-17-47	None	1/16	Son	do	
284	269	Landers, Marie Judith	F	10-6-48	None	1/16	Daughter	do	
285	270	Landers, Patricia June	F	10-4-54	None	1/16	do	do	
286	271	Landers, John S.	M	8-2-30	None	1/8	Head	do	
287	272	Landers, Steven Lynn	M	12-13-54	None	1/16	Son	do	
288	273	Larmer, Alice Boyd Turner	F	8-8-12	None	1/4	Head	4108 21st SW., Seattle, Wash.	
289	274	Larmer, Edris Elaina	F	6-5-50	None	1/8	Daughter	do	
290	280	LaRochi, Pearl M. Boyd	F	10-11-14	None	1/4	Head	Anacortes, Wash.	
291	281	LaRochi, Darry Duane	M	5-22-37	None	1/8	Son	do	
292	282	LaRochi, Daniel Dale	M	4-15-39	None	1/8	do	do	
293	283	LaRochi, Darien Pearl	F	11-9-41	None	1/8	Daughter	do	
294	284	Lawrence, Naomi Valley	F	7-11-06	None	3/8	Head	Des Moines, Iowa	
295	285	Lawrence, Carl J.	M	5-8-26	None	3/16	do	Tulsa, Okla.	
296	286	Lawrence, Deborah Deane	F	1-20-49	None	3/32	Daughter	do	
297	287	Lawrence, Carl James	M	12-8-51	None	3/32	Son	do	
298	288	Lawrence, David William	M	9-4-53	None	3/32	do	do	
299	289	Lea, Mary Ellen Knighten	F	5-29-27	None	1/4	Head	Bald Knob, Ark.	
300	290	LeMaster, Nellie B. Prather	F	6-19-01	None	1/4	do	Los Angeles 4, Calif.	
301	291	LeMaster, Richard	M	6-4-24	None	1/8	Son	do	
302	292	LeMaster, Barbara	F	10-5-25	None	1/8	Daughter	do	
303	293	LeMaster, Geraldine	F	8-21-28	None	1/8	do	do	
304	294	LeMaster, Harold Earl	M	8-21-28	None	1/8	Son	do	
305	295	LeMaster, Carolyn Marie	F	3-4-36	None	1/8	Daughter	do	
306	296	Lembcke, Mary McNaughton	F	4-23-15	None	1/32	Head	Columbus 13, Ohio	
307	297	Lembcke, Mary Elizabeth	F	2-26-50	None	1/64	Daughter	do	
308	298	Lembcke, Robert McNaughton	M	2-6-52	None	1/64	Son	do	
309	299	Lewis, Sally E. Ellis	F	9-25-28	None	3/16	Head	6267 East Latimer Pl., Tulsa, Okla.	
310	300	Lewis, Michael O'Dell	M	7-31-48	None	3/32	Son	do	
311	301	Lewis, Roger Elliott	M	6-5-50	None	3/32	do	do	
312	302	Lewis, Sally Denis	F	11-11-52	None	3/32	Daughter	do	
313	303	Livingston, Anna Belle Skye	F	1915	None	1/4	Head	Baxter Springs, Kans.	
314	304	Livingston, Joseph John	M	1937	None	1/8	Son	do	
315	305	Loftis, Julia	F	12-14-41	None	5/64	Daughter	3301 McCormick, Wichita, Kans.	Daughter of Corrine Lamkin.
316	306	Loftis, Vita Ray	F	12-7-42	None	5/64	do	do	
317	307	Loftis, Dianne Marie	F	3-2-48	None	5/64	do	do	
318	308	Logan, Ella Jane Blalock	F	5-15-12	None	1/2	Head	Miami, Okla.	
319	309	Marlett, Harold Eugene	M	11-17-19	None	1/32	do	Hopeville, Ga.	
320	310	Marlett, Judy Ann	F	(?)	None	1/64	Daughter	do	
321	310	Marshall, Neysa Ariene Adams Jewell	F	10-24-31	None	5/32	Head	7704 East 50th Ter., Kansas City, Mo.	Son of Opal Spicer.
322	310	Martin, Genevieve Michael	F	3-9-29	None	1/8	do	Route 3, Colville, Wash.	
323	310	Martin, Lorraine Joyce	F	10-6-47	None	1/16	Daughter	do	
324	310	Martin, Thomas Alvin	M	1-22-50	None	1/16	Son	do	
325	310	Martin, Kenneth James	M	2-13-51	None	1/16	do	do	
326	310	Martin, Barbara Marie	F	7-24-52	None	1/16	Daughter	do	
327	310	Martin, Bonnie Jean	F	6-20-53	None	1/16	do	do	
328	310	Martin, Lloyd Dennis	M	3-18-55	None	1/16	Son	do	
329	311	Mathis, Georgia Staton	F	5-20-27	None	1/4	Head	Route 3, Baxter Springs, Kans.	
330	312	Mathis, George C.	M	1-10-51	None	1/8	Son	do	
331	313	Mathis, Sheree K.	F	5-30-52	None	1/8	Daughter	do	
332	314	Mathis, C. R., Jr.	M	11-10-48	None	1/8	Son	do	
333	315	Maupin, Wilma Virginia Conger	F	11-2-23	None	1/64	Head	Tulsa, Okla.	
334	316	May, Clara B. McNaughton	F	4-6-19	None	1/32	do	Owosso, Okla.	
335	317	May, Rita G.	F	2-21-43	None	1/64	Daughter	do	
336	318	May, Anna	F	8-5-47	None	1/64	do	do	
337	319	May, Robert K.	M	9-8-51	None	1/64	Son	do	
338	320	May, Maxie	F	1-15-52	None	1/64	Daughter	do	
339	321	McKinney, Ada M. Ellis Bolin	F	3-22-23	None	3/16	Head	4303 Tanner, Midland, Tex.	
340	322	McKinney, Patrick Gene	M	11-2-52	None	3/32	Son	do	
341	324	McLuekell, Dixie Dean Finley Jordan	F	9-13-18	None	1/4	Head	Tulsa, Okla.	
342	387	McIntyre, Laura Corene Myers	F	1-29-35	None	1/32	do	Fort Riley, Kans.	
343	326	McNaughton, Willis	M	10-23-82	144	1/16	do	Miami, Okla.	
344	327	McNaughton, Moody	M	7-9-17	None	1/32	do	do	
345	329	McNaughton, James A.	M	5-5-43	None	1/64	Son	do	
346	328	McNaughton, Gary N.	M	8-18-41	None	1/64	do	do	
347	330	McNaughton, Waini Owen	M	3-15-22	None	1/32	Head	do	
348	331	McNaughton, Scott	M	8-6-43	None	1/64	Son	do	
349	331	McNaughton, John Lewis	M	6-25-14	None	1/16	Head	913 7th St. SW., Birmingham 11, Ala.	
350	339	McNaughton, John Carter	M	6-27-49	None	1/32	Son	do	
351	339	McNaughton, Ann Francis	F	8-20-51	None	1/32	Daughter	do	
352	332	Merriss, Paul Adron	M	3-4-23	None	3/16	Son	Miami, Okla.	Son of Elmer Merriss.
353	333	Merriss, Charles Elmer	M	11-10-24	None	3/16	do	do	
354	334	Merriss, Delbert D.	M	9-4-44	None	3/16	do	Lindsay, Calif.	Son of John Merriss.
355	335	Merriss, Guy E.	M	6-24-09	None	3/16	do	do	
356	336	Merriss, Lora	F	11-16-12	None	3/16	Daughter	do	
357	337	Merriss, Juanita M.	F	5-22-20	None	3/16	do	do	
358	338	Merriss, Wendel E.	M	8-26-04	None	3/16	Head	do	
359	339	Michael, Juanita Boyd	F	9-22-06	None	1/4	do	Route 2, Colville, Wash.	
360	340	Michael, Henry Willard	M	7-5-27	None	1/8	do	234 Baekus St., Cheboygan, Mich.	Son of Juanita Boyd Michael.
361	340	Michael, Joseph James	M	7-24-51	None	1/16	Son	do	
362	340	Michael, Frances Juanita	F	9-27-52	None	1/16	Daughter	do	
363	341	Michael, Jon Henry	M	7-26-55	None	1/16	Son	do	
364	341	Michael, James Jon	M	10-5-31	None	1/8	Head	539 East 2d St., Colville, Wash.	
365	341	Michael, Anita Arlene	F	9-23-51	None	1/16	Daughter	do	
366	341	Michael, Diana Mae	F	9-18-52	None	1/16	do	do	
367	342	Michael, Jan Clarice	F	10-17-53	None	1/10	do	do	
368	342	Michael, Wilbur Earl	M	9-2-35	None	1/8	Son	Route 2, Colville, Wash.	Do.

## FINAL ROLL—PEORIA TRIBE OF OKLAHOMA—Continued

Roll No.		Name	Sex	Date of birth	Allotment No.	Degree of blood	Family relationship	Residence	Remarks
Final	Pro-posed								
369	343	Michael, Elizabeth Ann	F	2-27-39	None	1/8	Daughter	Route 2, Coiville, Wash.	Daughter of Juanita Boyd Michael.
370	344	Michael, Mary Juanita	F	9-18-41	None	1/8	do	do	Do.
371	412	Millard, Charles Leon	M	4-15-41	None	1/4	Son	Miami, Okla.	Son of Mary F. Blalock Millard Olson.
372	413	Millard, Mary E.	F	6-7-44	None	1/4	Daughter	do	Daughter of Mary F. Blalock Millard Olson.
373	414	Millard, Judy A.	F	1-18-46	None	1/4	do	do	Do.
374	415	Millard, Elizabeth Rosaleen	F	2-6-47	None	1/4	do	do	Do.
375	416	Millard, Ozetta Marie	F	11-18-47	None	1/4	do	do	Do.
376	345	Miller, Albert	M	2-21-82	29	3/4	Head	Baxter Springs, Kans.	
377	346	Miller, George Hiram	M	8-4-06	None	1/2	do	Box 798, Superior, Ariz.	
378	347	Miller, George Hiram, Jr.	M	12-17-28	None	1/4	Son	15 Lane, Sunflower, Kans.	
379	348	Miller, Carolyn Sue	F	1-8-40	None	1/4	Daughter	Box 798, Superior, Ariz.	
380	349	Miller, Freddie Milton	M	7-2-43	None	1/4	Son	do	
381	350	Miller, Phyllis Ann	F	12-1-47	None	1/4	Daughter	do	
382	351	Miller, Eddie Lee	M	9-25-53	None	1/4	Son	do	
383	352	Miller, Walter N.	M	12-12-08	None	1/2	Head	Box 298, Baxter Springs, Kans.	
384	353	Miller, Alice J.	F	4-22-28	None	1/4	Daughter	do	
385	354	Miller, Mary E.	F	11-13-31	None	1/4	do	do	
386	355	Miller, Theodore Winston	M	1-16-41	None	1/4	Son	do	
387	356	Miller, Daniel L.	M	9-25-32	None	1/4	Head	Perryton, Tex.	
388	357	Miller, Janice Ann	F	5-31-37	None	1/4	Sister	Box 502, Texhoma, Okla.	
389	358	Miller, Alma Jean	F	5-6-38	None	1/4	do	do	
390	359	Miller, David Ray	M	10-2-40	None	1/4	Brother	do	
391	360	Miller, Albert Rex	M	10-6-42	None	1/4	do	do	
392	361	Miller, Dorothy Munson	F	7-31-23	None	1/8	Head	234 28th St., Longview, Wash.	
393	362	Miller, Melvin Ben	M	11-26-41	None	1/16	Son	do	
394	363	Miller, Sherry Lee	F	2-13-44	None	1/16	Daughter	do	
395	364	Miller, Beverly Kay	F	2-9-45	None	1/16	do	do	
396	365	Miller, Edwin Duane	M	6-11-54	None	1/16	Son	do	
397	366	Mitchell, William Don	M	1-16-08	None	1/32	Head		
398	367	Mitchell, Zella	F	7-4-29	None	1/64	Daughter		
399	368	Mitchell, Donald J.	M	3-27-32	None	1/64	Son		
400	369	Moore, Archie Ross	F	8-30-25	None	1/4	Head	4029 SW. 25th, Oklahoma City, Okla.	
401	371	Moore, Linda Denise	F	11-21-52	None	1/8	Daughter	do	
402	372	Moore, DeAnna	F	3-8-54	None	1/8	do	do	
403	373	Moore, Donna Jean	F	1-11-55	None	1/8	do	do	
404	374	Moore, Hilliard E.	M	4-10-05	None	1/16	Head		
405	375	Moore, Robert Delmar	M	8-21-32	None	1/32	Son		
406	376	Moore, Leta Maxine	F	6-12-28	None	1/32	Daughter		
407	377	Moore, Russell B.	M	2-11-98	None	1/16	Head		
408	378	Moore, Russell, Jr.	M	11-19-14	None	1/32	Son		
409	379	Moore, Rae Lynn	F	10-19-32	None	1/32	Daughter		
410	380	Moorehead, Josephine Skye	F	7-1-10	None	1/2	Head		
411	381	Munson, May Peckham	F	10-11-93	None	1/4	do	Miami, Okla.	
412	382	Munson, Glen D.	M	6-5-29	None	1/8	do	do	
413	383	Munson, John Lester	M	10-18-51	None	1/16	Son	do	
414	384	Munson, Barbara Lynell	F	10-1-53	None	1/16	Daughter	do	
415	385	Myers, Clyde	M	2-25-07	None	1/16	Head	Joplin, Mo.	
416	386	Myers, Charles Earl	M	4-2-33	None	1/32	Son	do	
417	388	Myers, Louis Earl	M	1-15-15	None	1/16	Head	do	
418	389	Myers, Wilbur Louis	M	3-7-37	None	1/32	Son	do	
419	390	Myers, Rita Joy	F	6-18-38	None	1/32	Daughter	do	
420	391	Myers, Richard Dale	M	6-6-40	None	1/32	Son	do	
421	392	Myers, Claudette	F	6-9-41	None	1/32	Daughter	do	
422	393	Myers, Anita Ann	F	10-9-46	None	1/32	do	do	
423	394	Myers, Homer Lee	M	4-18-05	None	1/16	Head	do	
424	395	Myers, Coweta	F	11-6-37	None	1/32	Daughter	do	
425	396	Myers, Robert Leroy	M	7-12-40	None	1/32	Son	do	
426	397	Myers, Joelta	F	6-18-41	None	1/32	Daughter	do	
427	398	Myers, Jemette Arlene	F	3-9-43	None	1/32	do	do	
428	399	Myers, John Lewis	M	5-22-45	None	1/32	Son	do	
429	400	Myers, Leroy Lawrence	M	7-9-48	None	1/32	do	do	
430	402	Myers, Joyce Ann	F	10-20-51	None	1/32	Daughter	do	
431	401	Nagles, Betty Joan Adams Elliott	F	9-25-27	None	5/32	Head	Sugar Creek, Mo.	
432	403	Neice, Garold	M	3-3-10	None	3/8	do		
433	404	Newman, Ioma Maxine McNaughton	F	1-13-06	None	1/32	do	Los Alamos, N. Mex.	
434	405	Newman, Max Gene	M	3-10-29	None	1/64	Son	do	
435	406	Newman, David Weldon	M	9-18-37	None	1/64	do	do	
436	407	Newman, Linda G.	F	11-6-43	None	1/64	Daughter	do	
437	408	Newman, Joseph E., Jr.	M	10-7-26	None	1/64	Head	Box 265, Donalsonville, La.	
438	409	Newman, Willa Janine	F	4-5-56	None	3/64	Daughter	do	
439	410	Nissen, Lila Leona Boyd	F	4-29-21	None	1/4	Head	320 South Jefferson, Spokane, Wash.	
440	411	Olson, Mary F. Blalock Millard	F	5-17-17	None	1/2	do	Miami, Okla.	
441	417	Olson, Vickie	F	7-12-51	None	1/4	Daughter	do	
442	418	Olson, Rose Mary	F	10-31-52	None	1/4	do	do	
443	419	Olson, Jo Anne	F	2-27-54	None	1/4	do	do	
444	420	Olson, Joseph	M	12-17-55	None	1/4	Son	do	
445	421	Oltman, Hazel Eddy	F	7-6-20	None	1/4	Head	Tulsa, Okla.	
446	422	Oltman, Billy Harold	M	8-14-37	None	1/8	Son	do	
447	423	Oltman, Patricia Ann	F	2-6-39	None	1/8	Daughter	do	
448	424	Palmer, Moody K.	M	8-9-05	None	5/16	Head	Wind River Agency, Wyo.	
449	425	Palmer, Moody K., Jr.	M	1-31-24	None	5/32	Son	do	
450	426	Parker, Geraldine Boyd	F	8-31-34	None	1/4	Head	Box 184, Mineral, Wash.	
451	427	Parker, Connie Lee	F	8-13-53	None	1/8	Daughter	do	
452	428	Parker, Pamela Ruth	F	2-24-45	None	1/8	do	do	
453	429	Payton, Clara Bernice McNaughton	F	5-25-16	None	1/16	Head		
454	623	Payton, Donna Jean	F	8-4-43	None	1/32	Daughter		
455	624	Payton, John Douglas	M	4-14-56	None	1/32	Son		
456	430	Peckham, Charles Earl	M	9-1-00	None	1/4	Head	Longview, Wash.	
457	431	Peckham, Kenneth Earl	M	3-26-38	None	1/8	Son	do	
458	432	Peckham, Thomas M.	M	6-9-03	None	1/4	Head	649 15th Ave., Longview, Wash.	
459	433	Peckham, Charles	M	7-25-47	None	1/8	Son	do	
460	434	Peckham, Marvin C.	M	11-27-32	None	1/8	Head	Longview, Wash.	
461	435	Peckham, Patricia Marie	F	5-5-54	None	1/16	Daughter	do	
462	436	Peckham, Sandra Jean	F	6-9-55	None	1/16	do	do	
463	437	Peckham, Robert Eugene	M	11-15-36	None	1/8	Head	do	
464	438	Peckham, Jeffery Wayne	M	5-28-56	None	1/16	Son	do	
465	439	Peery, Albert E.	M	3-4-01	None	1/8	Head	Lindsay, Calif.	
466	440	Peery, Alice Elizabeth	F	10-10-04	None	1/8	do		
467	441	Peery, Charles W. L.	M	10-20-09	None	1/8	do	Bakersfield, Calif.	

## NOTICES

## FINAL ROLL—PEORIA TRIBE OF OKLAHOMA—Continued

Roll No.		Name	Sex	Date of birth	Allot-ment No.	Degree of blood	Family relationship	Residence	Remarks
Final	Proposed								
468	442	Peery, David Baptiste	M	12-27-97	None	1/4	Head	Hutchinson, Kans.	
469	443	Peery, Billy	M	11-17-19	None	1/8	Son	do	
470	444	Peery, Rhea	F	4-17-21	None	1/8	Daughter	do	
471	445	Peery, Jack	M	8-10-23	None	1/8	Son	do	
472	446	Peery, Guy	M	7-8-25	None	1/8	do	do	
473	447	Peery, Kenneth Leroy	M	12-13-32	None	1/8	do	do	
474	448	Pogue, Beryl Staton	F	3-5-14	None	1/8	Head	Miami, Okla.	
475	449	Pogue, Carolyn Sue	F	6-25-37	None	1/16	Daughter	do	
476	450	Pogue, John Sherman	M	9-19-38	None	1/16	Son	do	
477	451	Pogue, Jo Ann	F	2-25-40	None	1/16	Daughter	do	
478	452	Pogue, Jack Allen	M	4-23-41	None	1/16	Son	do	
479	453	Pogue, Thomas Staton	M	6-16-42	None	1/16	do	do	
480	454	Pogue, Robert William	M	9-27-43	None	1/16	do	do	
481	455	Pogue, Marilyn Kathleen	F	1-5-45	None	1/16	Daughter	do	
482	456	Pogue, Don Paul	M	4-19-46	None	1/16	Son	do	
483	457	Pogue, James Kenneth	M	4-28-45	None	1/16	Head	do	
484	458	Pogue, Janice Marie	F	3-11-56	None	1/32	Daughter	do	
485	459	Polatto, Beulah Prather	F	1903	None	1/4	Head		
486	460	Pope, Esta Beaver	F	12-14-80	62	1/2	do	Muskogee, Okla.	
487	61	Powell, Patsy Neice Brown	F	11-19-25	None	3/8	do	2409 Riverside Dr., Orange, Tex.	
488	461	Redfern, Ina Sybil Merriss Chambers	F	3-23-03	None	3/16	do	Lindsay, Calif.	
489	463	Reed, Leota Bernard	F	9-2-05	None	1/4	do		
490	464	Reed, Gene P.	M	1-19-34	None	1/8	Son	Fort Smith, Ark.	
491	465	Renner, Anita Roseberry	F	9-27-29	None	1/8	Head	Shoshone, Idaho	
492	466	Revels, Marie Mitchell	F	5-16-11	None	1/32	do	Commerce, Okla.	
493	467	Revels, Billy M.	M	10-12-30	None	1/64	Son	do	
494	468	Revels, Betty L.	F	6-19-26	None	1/64	Daughter	do	
495	469	Robinson or Skye, Amos	M	12-22-81	14	1/2	Head	Baxter Springs, Kans.	
496	470	Robinson or Skye, Mitchell	M	6-8-07	None	1/4	Son	do	
497	471	Robinson or Skye, Harry Kenneth	M	11-5-21	None	1/4	Head	Galena, Kans.	
498	472	Robinson or Skye, Gary Neil	M	5-10-42	None	1/8	Son	do	
499	473	Robinson or Skye, Sandra K.	F	4-19-46	None	1/8	Daughter	do	
500	474	Robinson, Thomas M.	M	3-8-89	66	1/2	Head	Kokomo, Ind.	
501	475	Robinson, Geraldine	F	3-3-09	None	1/4	Daughter	do	
502	476	Rocker, Ernest	M	2-11-05	None	3/16	Head	Lindsay, Calif.	
503	477	Rocker, Ray	M	4-14-09	None	3/16	do	do	
504	478	Rocker, Gene Ray	M	8-9-33	None	3/32	Son	do	
505	479	Rocker, Danny Leon	M	7-11-36	None	3/32	do	do	
506	480	Rocker, Sarah Merriss	F	1-6-82	72	3/16	Head	do	
507	481	Rocker, Edith	F	6-19-11	None	3/32	Daughter	do	
508	482	Rocker, Mabel	F	9-23-13	None	3/32	do	do	
509	483	Rocker, Margaret	F	9-29-17	None	3/32	do	do	
510	484	Rocker, Jack	M	8-12-22	None	3/32	Son	do	
511	485	Rodgers, Lillian Ross	F	6-25-02	None	1/2	Head	Quapaw, Okla.	
512	486	Roseberry, Jenevieve Walton	F	11-12-92	None	1/4	do	Richfield, Idaho	
513	487	Roseberry, Chester D.	M	6-15-11	None	1/8	Son	Sun Valley, Idaho	
514	488	Roseberry, Don R.	M	1-13-20	None	1/8	do	do	
515	489	Roseberry, Eugene Park	M	7-4-24	None	1/8	do	Seattle, Wash.	
516	490	Roseberry, Thomas Carl	M	6-6-27	None	1/8	do	Jerome, Idaho	
517	491	Ross, Roberta Karen	F	3-1-43	None	1/4	Daughter	Lecompton, Kans.	
518	492	Ross, Russell Lavern	M	12-4-45	None	1/4	Son	do	
519	493	Ross, James Lee	M	3-13-47	None	1/4	do	do	
520	494	Ross, Julia Bobb	F	5-26-55	None	1/4	Daughter	do	
521	495	Satterfield, Isabel LaFalliar	F	7-16-10	None	1/4	Head	Kansas City, Kans.	
522	496	Satterfield, Robert Joseph	M	2-28-33	None	1/8	Son	do	
523	497	Sayers, Thelma Staton	F	9-23-20	None	1/4	Head	Picher, Okla.	
524	498	Sayers, Wiley Jay	M	8-25-42	None	1/8	Son	do	
525	499	Sayers, Luther H	M	9-24-46	None	1/8	do	do	
526	500	Sayers, Sandra Lee	F	5-27-54	None	1/8	Daughter	do	
527	501	Scanland, Earl	M	10-2-00	None	1/8	Head	510 4th St., Apt. 18, Marysville, Calif.	
528	502	Scanland, Erlene	F	8-5-30	None	1/16	Daughter	do	
529	503	Scanland, Vern W.	M	1-20-34	None	1/16	Son	do	
530	503	Schneider, Mildred West Thomas	F	1-28-11	None	1/32	Head	3817 Southeast 76th St., Portland, Oreg.	
531	504	Scott, Patricia Ann Ellis	F	1-7-26	None	3/16	do	4957 South Boston Pl., Tulsa, Okla.	
532	505	Scott, Linda Sue	F	12-6-51	None	3/32	Daughter	do	
533	506	Scott, Barbara June Bushy	F	8-19-38	None	1/8	Head	Wilmington, Wash.	
534	507	Scott, Sherry Loraine	F	6-28-53	None	1/16	Daughter	do	
535	508	Shamblin, Lucille A. Hedges	F	5-26-18	None	1/4	Head	Torrance, Calif.	
536	509	Shamblin, Jack Patrick	M	1-20-47	None	1/8	Son	do	
537	510	Shamblin, Buster Arthur	M	3-22-54	None	1/8	do	do	
538	511	Shields, Winnie Skye Mitchell	F	10-23-86	76	1/16	Head	Commerce, Okla.	
539	512	Sisco, Donna Elvis Jones	F	6-3-11	None	1/16	do	do	
540	513	Skye, Gladys	F	6-10-01	None	1/4	do	Tulsa, Okla.	
541	514	Skye, Joe	M	7-13-14	None	1/4	do	7816 North Portsmouth, Portland, Oreg.	
542	515	Skye, George E.	M	5-11-16	None	1/8	do	do	
543	516	Skye, Judith Jane	F	4-18-41	None	1/16	Daughter	3929 34th St., Tulsa, Okla.	
544	517	Skye, George II	M	10-5-42	None	1/16	Son	do	
545	518	Skye, Ruby Elaine	F	12-8-46	None	1/16	Daughter	do	
546	518	Skye, Mary L.	F	6-11-31	None	23/32	Head	Miami, Okla.	
547	519	Skye, Douglas K.	M	10-21-05	None	1/2	do	Standing Rock Agency, N. Dak.	
548	520	Sloan, Delores A. Ensworth	F	8-13-28	None	1/32	do	Box 1282, Globe, Ariz.	
549	520	Smith, Betty Jo Miller	F	7-7-34	None	1/4	do	Route 1, Fairburn, Ga.	
550	521	Smith, Lola Labadie	F	10-22-95	None	1/8	do	Wankee, Iowa	
551	522	Smith, Abel D.	M	2-14-18	None	1/16	Son	do	
552	523	Smith, Patsy R. Miller	F	7-27-34	None	1/4	Head	Muldrow, Okla.	
553	524	Smith, Violet Bright	F	8-3-09	None	1/4	do	Box 7, Topock, Ariz.	
554	525	Smith, Thelma Jane Hedges	F	8-1-16	None	1/4	do	Torrance, Calif.	
555	526	Smith, Edward Eugene	M	7-26-37	None	1/8	Son	do	
556	527	Smith, Walter Hugh	M	12-1-38	None	1/8	do	do	
557	528	Smith, William Jerry	M	11-13-39	None	1/8	do	do	
558	529	Smith, Erma Joan	F	3-9-41	None	1/8	Daughter	do	
559	530	Smith, Owen Patrick	M	10-4-43	None	1/8	Son	do	
560	531	Smith, Lucy Nadine	F	11-19-45	None	1/8	Daughter	do	
561	532	Smith, Steven Thomas	M	4-6-48	None	1/8	Son	do	
562	533	Smith, Andrew Michael	M	1-27-55	None	1/8	do	do	
563	534	Sovensen, Marguerite Roseberry	F	4-5-32	None	1/8	Head	Richfield, Idaho	
564	535	Spicer, Opal Myers	F	9-11-02	None	1/16	do	Miami, Okla.	
565	536	Spitler, Zella Rocker	F	4-9-98	None	3/16	do	Lindsay, Calif.	
566	537	Spitler, Alma L.	F	7-29-23	None	3/32	Daughter	do	
567	538	Spitler, Lenore E.	F	7-17-25	None	3/32	do	do	

Last known address—daughter of Lester Skye  
Son of Thomas Skye.

Son of George Skye.

Son of George Skye.

Daughter of George Skye.

Daughter of George Skye.

## FINAL ROLL—PEORIA TRIBE OF OKLAHOMA—Continued

Roll No.	Name	Sex	Date of birth	Allotment No.	Degree of blood	Family relationship	Residence	Remarks
Final	Proposed							
568	539 Springer, Cora Lee Knighten	F	4-28-22	None	1/4	Head	3948 Azalean Dr., Chattanooga, Tenn.	
569	540 Stand, Virgil Frank	M	1-7-21	None	1/2	do	507 South Utica, Tulsa, Okla.	Son of Leander Stand.
570	541 Stand, Wilson (Froggie)	M	5-16-02	None	Full	do	Miami, Okla.	
571	542 Staton, Sherman	M	1-2-88	113	1/4	do	do	
572	543 Staton, Marilyn Agnes	F	10-22-29	None	1/8	Daughter	do	
573	544 Staton, George Claude	M	1-26-93	None	1/2	Head	do	
574	545 Steel, Jacqueline Ellis	F	3-4-31	None	3/16	do	1022 North New Haven, Tulsa, Okla.	
575	546 Steel, Jack Forrest, Jr.	M	12-29-50	None	3/32	Son	do	
576	547 Steel, Charles Samuel	M	4-28-52	None	3/32	do	do	
577	548 Steel, Robert Paul	M	12-1-54	None	3/32	do	do	
578	549 Steel, James Gavin	M	3-11-56	None	3/32	do	do	
579	550 Stokes, Fannie Skye	F	4-29-18	None	1/4	Head	Miami, Okla.	
580	551 Stokes, George Clay	M	2-6-38	None	1/8	Son	do	
581	552 Taylor, Zella Robinson (Skye)	F	12-1-09	None	1/4	Head	Baxter Springs, Kans.	
582	554 Thomas, Bille Marie	F	2-28-27	None	1/64	Daughter	5820 Southeast 49th Ave., Portland 6, Oreg.	
583	555 Thompson, Mary Ruth Walton	F	12-23-90	None	1/4	Head	Fort Lookout, S. Dak.	
584	Thompson, Thelma Lee Peckham	F	12-3-32	None	1/8	do	3236 Virginia Way, Longview, Wash.	
585	Thompson, Katherine Lee	F	3-17-54	None	1/16	Daughter	do	
586	218 Thorne, James Oscar	M	6-5-23	None	1/8	Head	1661 Normandy, Los Angeles, Calif.	
587	275 Turner, Helen L.	F	1-23-31	None	1/8	Daughter	4108 21 SW., Seattle, Wash.	
588	276 Turner, Betty Jean	F	4-24-33	None	1/8	do	do	
589	277 Turner, Joe Milton	M	12-9-35	None	1/8	Son	do	
590	278 Turner, June Marie	F	6-1-36	None	1/8	Daughter	do	
591	279 Turner, Wanda	F	5-6-40	None	1/8	do	do	
592	560 Tyner, Wassa Lee Ross	F	1-5-29	None	1/4	Head	Box 276, Dowe, Okla.	
593	220 Urquhart, Billy Lewis	M	4-12-38	None	1/4	Son	Miami, Okla.	
594	561 Valley, Dorris	F	8-30-10	None	3/8	Head	106-F, Ames Road, Silver Spring, Md.	
595	562 Valley, George Wayne	M	9-3-15	None	3/8	do	East Marro, Calif.	
596	563 Valley, Kenneth H.	M	6-10-40	None	3/16	Son	do	
597	564 Valley, Joseph Norman	M	8-27-02	None	3/8	Head	Long Beach, Calif.	
598	565 Valley, Villa Jo	F	3-9-25	None	3/16	Daughter	do	
599	566 Valley, Norman L.	M	11-5-34	None	3/16	Son	do	
600	567 Valley, Joe Leon	M	8-27-36	None	3/16	do	do	
601	568 Valley, Deana Lynn	F	9-28-45	None	3/16	Daughter	do	
602	569 Valley, Kathleen Sue	F	10-15-48	None	3/16	do	do	
603	570 Valley, Max	M	9-26-17	None	3/8	Head	Tulsa, Okla.	
604	571 Valley, Richard Henry	M	1948	None	3/16	Son	do	
605	572 Valley, Rebecca Sue	F	1952	None	3/16	Daughter	do	
606	573 Waldon, Hazel Skye	F	3-26-04	None	1/4	Head	343½ Brett St., Inglewood, Calif.	
607	574 Walker, Alice Lee Smith	F	9-23-14	None	1/16	do	Des Moines, Iowa.	
608	575 Walker, Joan	F	1-19-34	None	1/32	Daughter	do	
609	576 Walker, Mildred S. King	F	11-16-13	None	1/4	Head	1224 Hasbrook, Kansas City, Kans.	
610	577 Walton, John Richard	M	9-15-95	None	1/4	do	Box 64, Chetopa, Kans.	
611	578 Warbington, Luther	M	4-13-18	None	1/8	do	Riverton, Kans.	
612	579 Warbington, Linda Lou	F	12-16-57	None	1/16	Daughter	do	
613	580 Ward, Beatrice L. Neice	F	7-1-13	None	3/8	Head	1266 East 28th, Tulsa, Okla.	
614	581 Ward, Nancy Ann	F	7-20-37	None	3/16	Daughter	do	
615	582 Ward, Thomas D.	M	5-7-41	None	3/16	Son	do	
616	583 Westbrook, Jo Ann Baumann	F	3-16-34	None	1/32	Head	Joplin, Mo.	
617	584 White, Donna M. Miller	F	6-5-32	None	1/4	do	Glendale, Ariz.	
618	585 Williams, Abraham, II	M	4-12-04	None	5/16	do	3428 Getty St., Bakersfield, Calif.	
619	586 Williams, Don	M	9-18-09	None	5/16	do	Kansas City, Mo.	
620	587 Williams, Donald Raymond	M	10-18-38	None	5/32	Son	do	
621	588 Williams, Lloyd Perry	M	3-15-43	None	5/32	do	do	
622	589 Williams, Martha Christine	F	3-16-48	None	5/32	Daughter	do	
623	590 Williams, Francis	M	4-15-22	None	5/16	Head	Bakersfield, Calif.	
624	591 Williams, Carol Francis	F	2-4-55	None	5/32	Daughter	do	
625	592 Williams, Jimmie	M	2-25-32	None	5/16	Son	do	
626	593 Williams, Justin	M	1-12-12	None	5/16	do	Kansas City, Mo.	
627	594 Williams, Mary E.	F	5-27-07	None	5/32	Daughter	1414 North 30th, Omaha, Nebr.	
628	595 Williams, Vincent	M	11-7-14	None	5/16	Head	1423 Orange Drive, Bakersfield, Calif.	
629	596 Wilson, Beulah Ross	F	8-7-05	None	1/2	do	Miami, Okla.	
630	597 Wilson, Wesley Ross	M	5-13-21	None	1/4	do	712 South Guthrie, Tulsa, Okla.	
631	598 Wilson, Judy Ann	F	6-1-41	None	1/8	Daughter	Calif.	
632	599 Wilson, Billie Eugene	M	1-20-49	None	1/8	Son	Quapaw, Okla.	
633	600 Wilson, Shirley Mae	F	9-16-50	None	1/8	Daughter	do	
634	601 Wilson, Doris Evelyn	F	8-1-54	None	1/8	do	c/o Naoma Ann Wilson, 520 North Boulder, Tulsa, Okla.	
635	602 Wood, Alice Rocker	F	5-17-03	None	3/16	Head	Lindsay, Calif.	
636	603 Wood, Helen K.	F	4-26-23	None	3/32	Daughter	do	
637	604 Wood, Donald E.	M	12-5-25	None	3/32	Son	do	
638	605 Wood, Clarice E.	F	12-16-31	None	3/32	Daughter	do	
639	606 Wood, Gerald C.	M	5-27-34	None	3/32	Son	do	
640	607 Wood, Jas. Henry	M	9-11-36	None	3/32	do	do	

# UNITED STATES INFORMATION AGENCY

[Delegation of Authority 19D; Public Notice 9]

## CERTAIN OFFICIALS

### Delegation of Authority for Procurement Transactions

By virtue of the authority vested in me there is hereby delegated to the officials of the Contract and Procurement Division listed below authority to make purchases and contracts chargeable to any allotment made to an organizational element of the United States Information Agency, and to sign and issue purchase orders, contracts, Government Bills of Lading, and certificates of awards in connection therewith. This delegation includes authority to make purchases and contracts, and determinations and decisions in connection therewith, pursuant to the provisions of Title III of Public Law 152, 81st Congress (63 Stat. 377) as amended, subject to the provisions of the delegation of authority from the Administrator of General Services dated March 10, 1959, and specific limitations below. The authority hereby delegated is subject to all other applicable provisions of law, and to all instructions, regulations, and directives which are now in effect or which may be issued hereafter by the United States Information Agency, or by any other Government agency of competent jurisdiction, governing purchasing and contracting functions.

Chief and Deputy Chief, Contract and Procurement Division.

Chief, Contract Administration Staff, Contract and Procurement Division.

All Branch and Section Chiefs, Contract and Procurement Division.

The Chief, Administrative Services Division, is also hereby authorized to purchase supplies, equipment, and services from the General Services Administration and to sign and issue Government Bills of Lading; and to designate in writing and delegate such authority to appropriate officers in the Administrative Services Division. Copies of such delegations will be sent to the Finance Division and to the Management Division.

**Limitations.** 1. No authority is delegated to make determinations or decisions specified in Public Law 152, as amended, paragraphs (12) and (13) of section 302(c). Authority to make determinations or decisions specified in paragraph (11) of section 302(c) is delegated only to the Chief, Contract and Procurement Division, and only with respect to contracts which will not require the expenditure of more than \$25,000. Authority to authorize cost, cost-plus-a-fixed-fee contracts, or any other incentive-type contract, either within or outside the United States and its possessions, and to make the determinations and decisions specified in sections 304(b) and 305(c) is delegated to the Chief, Contract and Procurement Division only.

2. The Chief, Contract and Procurement Division, may, in his own discre-

## NOTICES

tion, impose such limitations on the authorities granted to his subordinates listed above, as may be administratively necessary. Such limitations shall be made in writing and copies filed with the Management Division and the Finance Division.

3. The Chief, Contract and Procurement Division, may designate in writing and delegate to appropriate officers of the Agency authority (a) to make purchases under open-end contracts chargeable to appropriate allotments of the Agency, and (b) purchase supplies and services provided no single purchase may be in excess of \$2,500.

4. The Chief, Contract and Procurement Division, may designate in writing and delegate to appropriate officers of the Agency authority to sign and issue Government Bills of Lading.

**Ratifications.** 1. Nothing contained herein shall affect the validity of any contractual instrument executed by duly authorized Agency contracting officials pursuant to Delegation of Authority No. 19C dated November 5, 1958.

2. All redelegations of authority, issued pursuant to Delegation of Authority No. 19C, dated November 5, 1958, remain in effect.

This delegation of authority is effective March 10, 1959, and supersedes Delegation of Authority No. 19C, dated November 5, 1958 (24 F.R. 1694).

SAXTON BRADFORD,  
Acting Director.

[F.R. Doc. 59-3665; Filed, Apr. 29, 1959;  
8:49 a.m.]

## INTERSTATE COMMERCE COMMISSION

[Notice 15]

### APPLICATIONS FOR MOTOR CARRIER "GRANDFATHER" CERTIFICATE OR PERMIT

APRIL 24, 1959.

The following applications and certain other procedural matters relating thereto are filed under the "grandfather" clause of section 7(c) of the Transportation Act of 1958. These matters are governed by special rule § 1.243 published in the FEDERAL REGISTER issue of January 8, 1959, page 205, which provides, among other things, that this publication constitutes the only notice to interested persons of filing that will be given; that appropriate protests to an application (consisting of an original and six copies each) must be filed with the Commission at Washington, D.C., within 30 days from the date of this publication in the FEDERAL REGISTER; that failure to so file seasonably will be construed as a waiver of opposition and participation in such proceeding, regardless of whether or not an oral hearing is held in the matter; and that a copy of the protest also shall be served upon applicant's representative (or applicant, if no practitioner representing him is named in the notice of filing).

These notices reflect the operations described in the applications as filed on or before the statutory date of December 10, 1958.

No. MC 11168 (Sub No. 10), filed December 8, 1958. Applicant: CLARENCE F. SCHWARTZ, doing business as C. F. SCHWARTZ, Mounted Route No. 10, Dover, Del. Applicant's attorney: Samuel W. Earnshaw, Munsey Building, Washington 4, D.C. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, and frozen vegetables*, from points in Cumberland County, N.J., Wicomico, Dorchester, Prince Georges and Baltimore Counties, Md., New Castle, Kent and Sussex Counties, Del., Lancaster County, Pa., North Hampton and Accomac Counties, Va., Wayne County and Benzie County, Mich., St. Louis and St. Louis City County, Mo., New York, N.Y., Suffolk County, Mass., and Hillsborough County, Fla., to points in Georgia, New Jersey, Massachusetts, North Carolina, Virginia, Illinois, Indiana, Ohio, Connecticut, Texas, Nebraska, Pennsylvania, Alabama, Florida, South Carolina, West Virginia, Michigan, Maryland, Delaware, Louisiana, California, Idaho, Montana, Missouri, Iowa, Colorado, Wisconsin, Kentucky, Tennessee, Arkansas, Minnesota, Oklahoma, Utah, Maine, Arizona, Oregon, Kansas, Rhode Island, Washington, D.C., and Mississippi.

No. MC 25798 (Sub No. 26), filed December 1, 1958. Applicant: CLAY HYDER TRUCKING LINES, INC., Chimney Rock Highway, Hendersonville, N.C. Applicant's attorney: Chester E. King, 1507 M Street NW, Washington 5, D.C. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, and frozen vegetables*, in straight and in mixed loads with *certain exempt commodities*, between points in Alabama, California, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Jersey, New York, North Carolina, Ohio, Pennsylvania, South Carolina, Tennessee, Virginia, Washington, West Virginia, Wisconsin, and the District of Columbia.

No. MC 55932 (Sub No. 1), filed December 10, 1958. Applicant: PILGRIM TRANSPORT, INC., 184 First Street, Cambridge, Mass. Applicant's representative: Gerald J. Donovan, 37 Leighton Road, Hyde Park 36, Mass. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, frozen vegetables, cocoa beans, coffee beans, tea, bananas, hemp, wool imported from any foreign country, wool tops and noils, and wool waste (carded, spun, woven or knitted)*, in straight and in mixed loads with *certain exempt com-*

modities, from points in the New York, N.Y., Commercial Zone, as defined by the Commission, Newburgh, N.Y., Watertown, Mass., Weehawken, Port Newark, Newton, and Linden, N.J., to points in Massachusetts, Rhode Island, and Connecticut.

No. MC 88398 (Sub No. 1), filed December 9, 1958. Applicant: WILLIAM G. KOETTLE, 157 11th Street, Brooklyn 15, N.Y. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *contract carrier*, by motor vehicle, over irregular routes, transporting: *Cocoa beans*, from Newark, Port Newark, and Hoboken, N.J., to Brooklyn, N.Y.

No. MC 114145 (Sub No. 1), filed November 28, 1958. Applicant: CECILIA LAMICELLA, doing business as GRAND TRANSPORTATION CO., 2062 Tillotson Avenue, Bronx 69, N.Y. Applicant's attorney: Edward M. Alfano, 36 West 44th Street, New York 36, N.Y. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier* by motor vehicle, over irregular routes, transporting: *Bananas*, from Newark, N.Y., to Brooklyn, N.Y., and points in New Jersey, Connecticut, and New York, and to Hoboken, N.J., and to points in Pennsylvania, New Jersey, and New York, and to the Port of Entry on the boundary between the United States and Canada at or near Champlain, N.Y.

NOTE: Applicant is authorized to conduct operations as a *contract carrier* in Permit No. MC 113592 transporting pottery from specified points in Ohio to New York, N.Y. Dual operations under section 210 may be involved.

No. MC 115273 (Sub No. 6), filed December 8, 1958. Applicant: ACME CARRIERS, INC., Route No. 1, South Kearny, N.J. Applicant's attorney: Edward M. Alfano, 36 West 44th Street, New York 36, N.Y. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits*, *frozen vegetables*, *cocoa beans*, *coffee beans*, *tea*, and *certain exempt commodities*, in mixed and in straight loads, from points in the New York, N.Y., Commercial Zone, as defined by the Commission, and Bridgeton, N.J., to points in Ohio, Illinois, Minnesota, Michigan, Missouri, Wisconsin, Indiana, Iowa, Virginia, Kentucky, Tennessee, and West Virginia.

No. MC 116349 (Sub No. 5), filed December 10, 1958. Applicant: HAZELWOOD MOTOR LINES, INC., 1609 Roseneath Road, Richmond, Va. Applicant's attorney: Dale C. Dillon, 1825 Jefferson Place NW, Washington 6, D.C. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common or contract carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits*, *frozen berries* and *frozen vegetables* and *bananas*, between Washington, D.C., Baltimore, Md., and Richmond, Va.

NOTE: A proceeding has been instituted under section 212(c) of the act, assigned MC 116349 (Sub No. 4).

No. MC 117727, filed October 16, 1958. Applicant: FRANK AQUILINO, doing business as, ROSS TRUCKING, 219 Mulberry Street, New York 12, N.Y. Applicant's attorney: Archibald A. Patterson, 25 Broad Street, New York 4, N.Y. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from the Standard Fruit and Steamship Co., Pier 13, East River, New York, N.Y., to New York, N.Y., and points in Bergen, Essex, Hudson, Middlesex, Monmouth, Morris, Passaic, and Union Counties, N.J.

No. MC 117762, filed October 24, 1958. Applicant: MIKE FALCONE, JR., AND ROBERT FALCONE, doing business as MIKE FALCONE, JR., & SON, 9504 Ocala Street, Silver Spring, Md. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, in mixed and in straight loads with *fresh fruits*, *berries* and *vegetables*, between Baltimore, Md., Washington, D.C., Charleston, S.C., Philadelphia, Pa., New York, N.Y., and points in Northampton, Lehigh, Lancaster, Chester, Montgomery, and Bucks Counties, Pa., and those in Camden, Salem, Gloucester, Burlington, Cumberland, Mercer, and Hudson Counties, N.J.

No. MC 117876, filed November 24, 1958. Applicant: LEO LEBLANC, doing business as LEO LEBLANC FISH TRANSPORT, Cape Bald, New Brunswick, Canada. Applicant's attorneys: Ward, Bird and Donovan, 410 Main Street, Fitchburg, Mass. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from the port of entry at and near Calais, Maine, and from Boston, Mass., to the port of entry at and near Calais, Maine, and to Boston, Mass., New York, N.Y., and Philadelphia, Pa. Applicant indicates that *assorted fruit* was transported in the same vehicle with bananas, and seeks authority to continue the operation.

No. MC 117890, filed November 26, 1958. Applicant: ARTHUR G. JENKINS, doing business as JENKINS TRUCKING, 2118 Northwest 13th Avenue, Miami, Fla. Applicant's attorney: John T. Bond, 1955 Northwest 17th Avenue, Miami 35, Fla. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from Miami, Tampa, and Jacksonville, Fla., to points in Alabama, Arkansas, Connecticut, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New Jersey, New York, North Carolina, North Dakota, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Virginia, West Virginia, Wisconsin, and the District of Columbia.

No. MC 117940 (Sub No. 1), filed December 2, 1958. Applicant: NATIONWIDE CARRIERS, INC., 2200 University Avenue, St. Paul, Minn. Applicant's attorneys: William S. Rosen, Builders Exchange, Minneapolis 2, Minn., and Harry D. Cohen, 139 North Clark, Suite 1011, Chicago, Ill. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen berries*, *frozen vegetables*, *cocoa beans*, *coffee beans*, *wool imported from any foreign country*, *wool tops and noils*, and *wool waste* (carded, spun, woven, or knitted), in straight, or in mixed loads with *certain exempt commodities*, from points in New York, New Jersey, Louisiana, Pennsylvania, Massachusetts, Minnesota, and Georgia to points in Minnesota, Indiana, Michigan, Wisconsin, Pennsylvania, Missouri, Illinois, Colorado, North Carolina, New York, New Jersey, Louisiana, and Georgia.

NOTE: Applicant states on and since May 1, 1958, applicant has been engaged in the transportation of shelled and unshelled nuts in the same vehicle and at the same time with the above-specified commodities.

No. MC 117942, filed December 1, 1958. Applicant: JAMES CARDWELL, 816 East Broadway, North Little Rock, Ark. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits*, *frozen berries*, *frozen vegetables*, and *certain exempt commodities* in mixed and in straight loads, from points in California, to points in Texas, Louisiana, Mississippi, Alabama, Georgia, Tennessee, and Arkansas.

No. MC 117988, filed December 4, 1958. Applicant: A. E. KINGETT, 115 South White Horse Pike, Laurel Springs, N.J. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits*, *frozen berries*, and *frozen vegetables*, from points in Tennessee, Florida, Maine, Massachusetts, New Jersey, New York, Pennsylvania, Illinois, Michigan, and the District of Columbia, to Philadelphia, Harrisburg, and Wilkes-Barre, Pa., Atlantic City, N.J., New York, N.Y., Baltimore, Md., and Front Royal, Va.

No. MC 117999, filed December 4, 1958. Applicant: TOM GALLO, 306 Lake George Avenue, Ticonderoga, N.Y. Applicant's attorney: John J. Brady, Jr., 75 State Street, Albany 7, N.Y. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from New York City, N.Y., Weehawken and Port of Newark, N.J., and Baltimore, Md., to Albany, Schenectady, and Menands, N.Y., and ports of entry on the International Boundary line between the United States and Canada at and near Champlain, N.Y., and Derby Line, Vt.

No. MC 118022, filed December 8, 1958. Applicant: J. M. HIGHTOWER, JR., doing business as HIGHTOWER BROKER-

## NOTICES

AGE CO., P.O. Box 216, Winfield, Ala. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from Mobile, Ala., Tampa, Jacksonville, and Port Everglades (near Fort Lauderdale), Fla., New Orleans, La., and Charleston, S.C., to Birmingham, Ala.

No. MC 118073, filed December 8, 1958. Applicant: E. R. COLLINS, doing business as E. R. COLLINS TRUCKING CO., 1508 Franklin Avenue, Houston, Tex. Applicant's attorney: Robert L. Strickland, 715 Frost National Bank Building, San Antonio 5, Tex. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, frozen vegetables, cocoa beans, coffee beans, tea, bananas, hemp, wool* imported from any foreign country, *wool tops and noils*, and *wool waste* (carded, spun, woven, or knitted), in straight and mixed loads with *certain exempt commodities*, from points in Illinois, Massachusetts, Michigan, New Jersey, New York, Pennsylvania, and Rhode Island, to points in Illinois, Massachusetts, Michigan, Minnesota, Ohio, and Wisconsin.

NOTE: Applicant states domestic wool will be transported in mixed shipments with the above commodities.

No. MC 118125, filed December 5, 1958. Applicant: MAX H. KNEPP, doing business as KNEPP'S TRANSPORTATION, 1306 Museum Road, Reading, Pa. Applicant's attorney: Peter F. Cianci, 616 Washington Street, Reading, Pa. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from Baltimore, Md., Weehawken, N.J., and New York, N.Y., to Reading, Denver, and Norristown, Pa.

No. MC 118126, filed December 8, 1958. Applicant: BEN KRAMER, doing business as KRAMER PRODUCE, Mason City, Iowa. Applicant's representative: William A. Landau, 1307 East Walnut Street, Des Moines 16, Iowa. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen vegetables and wool waste* (carded, spun, woven, or knitted), from points in Massachusetts, Minnesota, New Jersey, New York, Pennsylvania, and Rhode Island to Lacon, Ill., Macon and Moberly, Mo., and points in Wisconsin.

No. MC 118132, filed December 8, 1958. Applicant: H. HAVRYLKOFF, 1524 Leonidas Street, New Orleans, La. Applicant's representative: Thomas N. Lennox, 917 Richards Building, New Orleans, La. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from New Orleans, La., to points in Arizona, Arkansas, Illinois, California, Iowa, Louisiana, Minnesota, Missouri, Nebraska, Oklahoma, South Dakota, Tennessee, Wisconsin, Texas, New Mexico, and Mississippi.

No. MC 118143, filed December 9, 1958. Applicant: EDWARD BUKOWSKI, 832 Island Avenue, McKees Rocks Boro, Pa. Applicant's attorney: Edward M. Larkin, 2003 Law & Finance Building, Pittsburgh, Pa. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: (1) *Wool waste* (carded, spun, woven, or knitted), from Pittsburgh, Pa., and points in Pennsylvania and Ohio within 75 miles of Pittsburgh, to Allentown, Pa., Brooklyn and New York, N.Y., and Newark, N.J.; (2) *bananas*, from Brooklyn and New York, N.Y., Weehawken and Port of Newark,

N.J., Philadelphia, Pa., and Baltimore, Md., to Pittsburgh, Pa., and points in Pennsylvania and Ohio within 75 miles of Pittsburgh.

No. MC 118153, filed December 7, 1958. Applicant: LIGON SALES CORPORATION, 1500 South Zarzamora Street, San Antonio, Tex. Applicant's attorney: Robert L. Strickland, 715 Frost National Bank Building, San Antonio 5, Tex. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, frozen vegetables, cocoa beans, coffee beans, tea, bananas, hemp, wool* imported from any foreign country, *wool tops and noils*, and *wool waste* (carded, spun, woven, or knitted), between points in the United States including the District of Columbia. Applicant also seeks authority to transport *exempt commodities* when transported for hire in the same vehicle at the same time with the above-specified commodities.

No. MC 118161, filed December 9, 1958. Applicant: WILLIAM W. HOLCOMBE, 450 Brunswick Avenue, Trenton, N.J. Applicant's attorney: Robert Watkins, 170 South Broad Street, Trenton, N.J. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from Baltimore, Md., Weehawken, N.J., and New York, N.Y., to Reading, Denver, and Norristown, Pa.

No. MC 118198, filed December 8, 1958. Applicant: JOE RIOJAS, 1500 South Zarazmora Street, San Antonio, Tex. Applicant's attorney: Austin L. Hatchell, Suite 1009, Perry-Brooks Building, Austin 1, Tex. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from points in Texas and Louisiana, to points in Texas and California.

No. MC 118215, filed December 5, 1958. Applicant: VINCENT R. NOBLE, 868 Palmetto, Chico, Calif. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, and frozen vegetables*, from Weston, Portland, and Stayton, Oreg., to Oakland, Santa Clara, and San Francisco, Calif.

No. MC 118256, filed December 9, 1958. Applicant: AL BARNES, doing business as CALIFORNIA TEXAS PRODUCE TRUCKING COMPANY, 500 East 11th Street, Los Angeles 15, Calif. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, frozen vegetables, cocoa beans, coffee beans, tea and bananas* in straight and in mixed loads with *certain exempt commodities*, between points in Georgia, Alabama, Mississippi, Louisiana, Texas, New Mexico, Arizona, and California.

No. MC 118084, filed December 8, 1958. Applicant: MARION LEWIS DAVIS, 202 Oakridge Drive, Marietta, Ga. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Bananas*, from Miami, Port Everglades, Tampa, and Jacksonville, Fla., New Orleans, La., Mobile, Ala., and Charleston, S.C., to Atlanta, Ga.

No. MC 118092, filed December 8, 1958. Applicant: FARIBAULT VAN & TRANSFER, INC., 1116 Northwest Fourth Avenue, Faribault, Minn. Applicant's representative: A. R. Fowler, 2288 University Avenue, Saint Paul 14, Minn. Grandfather authority sought under section 7

No. MC 118290, filed December 9, 1958. Applicant: EDWARD F. FULLER, doing business as EDDIE FULLER, 3755 Northwest 25th Street, Miami, Fla. Applicant's attorney: Joe G. Fender, 1421 Meirose Building, Houston 2, Tex. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, and frozen vegetables*, between points in Florida, and *Bananas* between points in California and Louisiana.

No. MC 118344, filed December 10, 1958. Applicant: HARBOR REFRIGERATED TRUCK SERVICE, INC., 285 Northern Avenue, Boston, Mass. Applicant's attorney: Francis E. Barrett, 7 Water Street, Boston 9, Mass. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen berries*, from points in Massachusetts and Rhode Island to points in Alabama, Colorado, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Nebraska, New York, New Jersey, North Carolina, Oklahoma, Ohio, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Virginia, West Virginia, Wisconsin, and Washington, D.C.

No. MC 118372, filed December 10, 1958. Applicant: GENE SQUIRES, doing business as GENE SQUIRES TRUCKING CO., 5614 East 10th Street, Kansas City 26, Mo. Applicant's attorney: Carl V. Kretzinger, 1014-18 Temple Building, Kansas City 6, Mo. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Frozen fruits, frozen berries, frozen vegetables, and bananas*, from points in California, and Louisiana, to points in Colorado, Kansas, Missouri, Illinois, and Indiana.

No. MC 118441, filed December 10, 1958. Applicant: TER-PEN CORPORATION, 2400 East Aramingo Avenue, Philadelphia 25, Pa. Grandfather authority sought under section 7 of the Transportation Act of 1958 to continue to operate as a *common carrier*, by motor vehicle, over irregular routes, transporting: *Cocoa beans, coffee beans and tea*, from Norfolk, Va., Baltimore, Md., New York, N.Y., and Philadelphia, Pa., to Chicago and Streator, Ill., and Hershey and Philadelphia, Pa.

By the Commission.

[SEAL] HAROLD D. MCCOY,  
Secretary.

[F.R. Doc. 59-3602; Filed, Apr. 29, 1959;  
8:45 a.m.]

with Rule 40 of the general rules of practice (49 CFR 1.40) and filed within 15 days from the date of publication of this notice in the *FEDERAL REGISTER*.

#### LONG-AND-SHORT HAUL

FSA No. 35391: *Substituted service—Atlantic Coast Line Railroad, and Richmond, Fredericksburg and Potomac Railroad*. Filed by Southern Motor Carriers Rate Conference, Agent, (No. 10), for interested rail and motor carriers. Rates on property loaded in highway trailers and transported on railroad flat cars between Jacksonville (Moncrief Yard), Fla., on the one hand, and Alexandria, Va., on the other, on like property originating at or destined to points on motor carriers in territories described in the application.

Grounds for relief: Motor-truck competition.

Tariff: Supplement 7 to Southern Motor Carriers Rate Conference tariff I.C.C. No. 32.

FSA No. 35392: *Substituted service—C. & O. Ry. for motor carriers*. Filed by Central States Motor Freight Bureau, Inc., Agent (No. 25), for interested rail and motor carriers. Rates on property loaded in highway trailers and transported on railroad flat cars between Chicago, Ill., on the one hand, and Cincinnati, Ohio, and Detroit, Mich., on the other, on like property originating at or destined to points on motor carriers in the territories described in the application.

Grounds for relief: Motor-truck competition.

Tariff: Supplement 3 to Central States Motor Freight Bureau tariff MF-I.C.C. No. 917.

FSA No. 35393: *Soda ash—Westvaco, Wyo., to Nashville, Tenn.* Filed by Western Trunk Line Committee, Agent (No. A-2055), for interested rail carriers. Rates on soda ash, other than modified, light in bulk or in bags or barrels, carloads from Westvaco, Wyo., to Nashville, Tenn.

Grounds for relief: Market competition at Nashville with Baton Rouge and North Baton Rouge, La., and Saltville, Va.

Tariff: Supplement 110 to Western Trunk Lines tariff I.C.C. A-4171.

FSA No. 35394: *Sugar—Western Trunk Line territory to Indianapolis, Ind.* Filed by Western Trunk Line Committee, Agent (No. A-2057), for interested rail carriers. Rates on beet or cane sugar, dry or liquid, carloads from points in Colorado, Idaho, Iowa, Kansas, Minnesota, Oregon, South Dakota, Utah and Wyoming to Indianapolis, Ind.

Grounds for relief: Market competition at Indianapolis with New Orleans, La., and Baltimore, Md., and other North Atlantic Ports.

Tariff: Supplement 110 to Western Trunk Lines tariff I.C.C. A-4171.

By the Commission.

[SEAL] HAROLD D. MCCOY,  
Secretary.

[F.R. Doc. 59-3653; Filed, Apr. 29, 1959;  
8:48 a.m.]

#### FOURTH SECTION APPLICATIONS FOR RELIEF

APRIL 24, 1959.

Protests to the granting of an application must be prepared in accordance with Rule 40 of the general rules of practice (49 CFR 1.40) and filed within 15 days from the date of publication of this notice in the *FEDERAL REGISTER*.

#### LONG-AND-SHORT HAUL

FSA No. 35388: *Brick—Pascagoula, Miss., to Pennsylvania points*. Filed by O. W. South, Jr., Agent (SFA No. A3794), for interested rail carriers. Rates on fire brick or fire brick shapes, furnace lining and lining cement, carloads, from Pascagoula, Miss., to Pittsburgh and West Elizabeth, Pa.

Grounds for relief: Barge competition.

Tariff: Supplement 94 to Southern Freight Tariff Bureau tariff I.C.C. 1539.

FSA No. 35389: *Salt—Louisiana and Texas mines to New Hampshire and Vermont*. Filed by Southwestern Freight Bureau, Agent (No. B-7532), for interested rail carriers. Rates on salt, carloads from Anse La Burre, La., Almeda, Tex., and other Louisiana and Texas points to Keene and Walpole, N.H., and Burlington and St. Johnsbury, Vt.

Grounds for relief: Ohio River combination formula basis.

Tariff: Supplement 22 to Southwestern Freight Bureau tariff I.C.C. 4263.

FSA No. 35390: *Coal and coal briquettes—Kentucky mines to Indianapolis, Ind.* Filed by Illinois Freight Association, Agent (No. 56), for interested rail carriers. Rates on bituminous coal and bituminous coal briquettes, carload, from specified points in western Kentucky on the Illinois Central and Louisville and Nashville railroads to Indianapolis, Ind., on the Pennsylvania Railroad.

Grounds for relief: Market competition.

Tariffs: Supplement 48 to Southern Freight Tariff Bureau tariff I.C.C. 1603. Supplement 47 to Illinois Central Railroad Company tariff I.C.C. E-1850.

By the Commission.

[SEAL] HAROLD D. MCCOY,  
Secretary.

[F.R. Doc. 59-3605; Filed, Apr. 28, 1959;  
8:47 a.m.]

## DEPARTMENT OF LABOR

### Wage and Hour Division

#### LEARNER EMPLOYMENT CERTIFICATES

##### Issuance to Various Industries

Notice is hereby given that pursuant to section 14 of the Fair Labor Standards Act of 1938 (52 Stat. 1060, as amended, 29 U.S.C. 201 et seq.), the regulations on employment of learners (29 CFR Part 522), Administrative Order No. 485 (23 F.R. 200) and Administrative Order No. 507 (23 F.R. 2720), the firms listed in this notice have been issued special certificates authorizing the employment of learners at hourly wage rates lower than

#### FOURTH SECTION APPLICATIONS FOR RELIEF

APRIL 27, 1959.

Protests to the granting of an application must be prepared in accordance

## NOTICES

the minimum wage rates otherwise applicable under section 6 of the Act. The effective and expiration dates, occupations, wage rates, number or proportion of learners, learning periods, and the principal product manufactured by the employer for certificates issued under general learner regulations (§§ 522.1 to 522.11) are as indicated below. Conditions provided in certificates issued under special industry regulations are as established in these regulations.

Apparel Industry Learner Regulations (29 CFR 522.1 to 522.11, as amended, and 29 CFR 522.20 to 522.24, as amended).

The following learner certificates were issued authorizing the employment of 10 percent of the total number of factory production workers for normal labor turnover purposes. The effective and expiration dates are indicated.

Blue Bell, Inc., Columbia City, Ind.; effective 5-1-59 to 4-30-60 (men's and boys' dungarees).

E. & W. Manufacturing Co., Illino, Mo.; effective 4-30-59 to 4-29-60 (men's and boys' dungarees; ladies' and girls' jeans).

Ecru Manufacturing Co., Ecru, Miss.; effective 5-1-59 to 4-30-60 (cotton work shirts).

Industrial Garment Manufacturing Co. of Tennessee, Inc., Erwin, Tenn.; effective 5-1-59 to 4-30-60 (men's cotton work pants and shirts).

La Crosse Sportswear Corp., La Crosse, Va.; effective 4-15-59 to 4-14-60 (sport shirts).

Maidenform Brassiere Co., Inc., Main Street and Monticello Avenue, Clarksburg, W. Va.; effective 4-16-59 to 4-15-60 (brassieres).

Maidenform Brassiere Co., Inc., Route No. 1, Princeton, W. Va.; effective 4-16-59 to 4-15-60 (brassieres).

Mantachie Manufacturing Co., Mantachie, Miss.; effective 4-20-59 to 4-19-60 (men's and boys' sport shirts; ladies' and girls' blouses).

Mode O'Day Corp., Plant No. 3, Logan, Utah; effective 4-24-59 to 4-23-60; learners may not be employed at special minimum wage rates in the production of separate skirts (women's cotton and rayon house and street dresses).

Nelly Don, Inc., Nevada, Mo.; effective 4-15-59 to 4-14-60 (women's dresses).

The Newton Co., Newton, Miss.; effective 5-1-59 to 4-30-60; factory production workers engaged in the production of men's slacks.

The Newton Co., Newton, Miss.; effective 5-1-59 to 4-30-60; factory production workers engaged in the production of ladies' slacks.

Pontotoc Manufacturing Co., Pontotoc, Miss.; effective 5-1-59 to 4-30-60 (cotton work shirts).

Reliance Manufacturing Co., Factory No. 43, Adams & Commercial, Lebanon, Mo.; effective 4-20-59 to 4-19-60 (men's and boys' dungarees and overalls).

J. H. Rutter-Rex Manufacturing Co., Inc., Franklinton, La.; effective 4-22-59 to 4-21-60, (cotton work pants).

Stately Lady Nitewear, Inc., 315 East 12th Street, Charlotte, N.C.; effective 4-24-59 to 4-23-60 (ladies' and children's pajamas and night gowns).

Wildman Manufacturing Co., 920 Washington Avenue, St. Louis, Mo.; effective 5-2-59 to 5-1-60 (cotton dresses).

The following learner certificates were issued for normal labor turnover purposes. The effective and expiration

dates and the number of learners authorized are indicated.

Burlington Manufacturing Co., Concordia, Mo.; effective 4-19-59 to 4-18-60; 10 learners (pants, shirts, jackets).

Le Nore Garments, Inc., 230 Fifth Street, Tempe, Ariz.; effective 5-8-59 to 5-7-60; 10 learners (children's sportswear; ladies' and children's aprons).

Lordley, Inc., Wendell, N.C.; effective 4-25-59 to 4-24-60; 10 learners (men's sport shirts).

The following learner certificates were issued for plant expansion purposes. The effective and expiration dates and the number of learners authorized are indicated.

Colombo Garment Co., Inc., 158 West Harrison Street, Columbus, Wis.; effective 4-15-59 to 10-14-59; 10 learners (ladies' slacks).

Durant Sportswear, Inc., Durant, Miss.; effective 4-20-59 to 10-19-59; 100 learners (outerwear—jackets).

Ely & Walker Co., Division of Burlington Industries, Inc., Yazoo City, Miss.; effective 4-20-59 to 10-19-59; 30 learners engaged in the production of men's, boys' and women's pajamas.

Wargosa Manufacturing Co., Inc., Depot Street, Columbia, Tenn.; effective 4-20-59 to 10-19-59; 20 learners (men's sport shirts).

Hosiery Industry Learner Regulations (29 CFR 522.1 to 522.11, as amended, and 29 CFR 522.40 to 522.44, as amended).

Green Cove Springs Hosiery Co., Inc., Green Cove Springs, Fla.; effective 4-26-59 to 4-25-60; 5 percent of the total number of factory production workers for normal labor turnover purposes (full-fashioned).

Mars Hosiery Co., Inc., Johnson School Rd., West Asheville, N.C.; effective 4-20-59 to 4-19-60; 5 learners for normal labor turnover purposes (dyeing and finishing ladies' nylon hosiery).

Prim Hosiery Mills, Chester, Ill., effective 4-23-59 to 4-22-60; 5 percent of the total number of factory production workers for normal labor turnover purposes (full-fashioned, seamless).

Knitted Wear Industry Learner Regulations (29 CFR 522.1 to 522.11, as amended, and 29 CFR 522.30 to 522.35, as amended).

Carolina Underwear Co., Forsyth Division, Thomasville, N.C.; effective 4-21-59 to 10-20-59; 5 learners for plant expansion purposes (women's and children's panties).

Shoe Industry Learner Regulations (29 CFR 522.1 to 522.11, as amended, and 29 CFR 522.50 to 522.55, as amended).

Casey Manufacturing Co., East Main Street, Casey, Ill.; effective 4-17-59 to 4-16-60; 10 percent of the total number of factory production workers for normal labor turnover purposes (children's and misses' shoes).

Regulations Applicable to the Employment of Learners (29 CFR 522.1 to 522.11, as amended).

Dust Proof Mattress Cover Co., Inc., Ellwood City, Pa.; effective 4-22-59 to 10-21-59; five learners for normal labor turnover purposes to be employed in the manufacture of quilted bedspreads only, in the occupation of sewing machine operator for a learning period of 320 hours at the rate of 85 cents an

hour (mattress covers, pillow covers, bedspreads).

Nani Sportswear Ltd., 1270 Ala Moana, Honolulu, Hawaii; effective 4-22-59 to 4-21-60; five learners for normal labor turnover purposes in the occupation of sewing machine operators for a learning period of 480 hours at the rates of at least 85 cents an hour for the first 320 hours and not less than 90 cents for the remaining 160 hours (men's and women's sportswear including swim suits).

The following learner certificates were issued in Puerto Rico to the companies hereinafter named. The effective and expiration dates, learner rates, occupations, learning periods, and the number or proportion of learners authorized to be employed, are as indicated.

Catherine Needle Craft, 60 Comercio Street, Mayaguez, P.R.; effective 4-6-59 to 10-5-59; 25 learners for plant expansion purposes in the occupation of sewing machine operators for a learning period of 480 hours at the rates of 60 cents an hour for the first 320 hours and 70 cents an hour for the remaining 160 hours (brassieres).

Juana Diaz Co., Inc., Juana Diaz, P.R.; effective 4-8-59 to 10-7-59; 25 learners for plant expansion purposes in the occupation of sewing machine operators for a learning period of 480 hours at the rates of 60 cents an hour for the first 320 hours and 70 cents an hour for the remaining 160 hours (brassieres).

Superior Knitting Corp., Aguas Buenas, P.R.; effective 4-10-59 to 4-9-60; 13 learners for normal labor turnover purposes in the occupation of hand fashioning knitting machine operators for a learning period of 480 hours at the rates of 72 cents an hour for the first 240 hours and 84 cents an hour for the remaining 240 hours (sweaters).

Superior Knitting Corp., Aguas Buenas, P.R.; effective 4-10-59 to 10-9-59; 21 learners for plant expansion purposes in the occupation of hand fashioning knitting machine operators for a learning period of 480 hours at the rates of 72 cents an hour for the first 240 hours and 84 cents an hour for the remaining 240 hours (sweaters).

Each learner certificate has been issued upon the representations of the employer which, among other things, were that employment of learners at subminimum rates is necessary in order to prevent curtailment of opportunities for employment, and that experienced workers for the learner occupations are not available. The certificates may be annulled or withdrawn, as indicated therein, in the manner provided in Part 528 of Title 29 of the Code of Federal Regulations. Any person aggrieved by the issuance of any of these certificates may seek a review or reconsideration thereof within fifteen days after publication of this notice in the *FEDERAL REGISTER*, pursuant to the provisions of 29 CFR 522.9.

Signed at Washington, D. C., this 23d day of April 1959.

MILTON BROOKE,  
Authorized Representative  
of the Administrator.

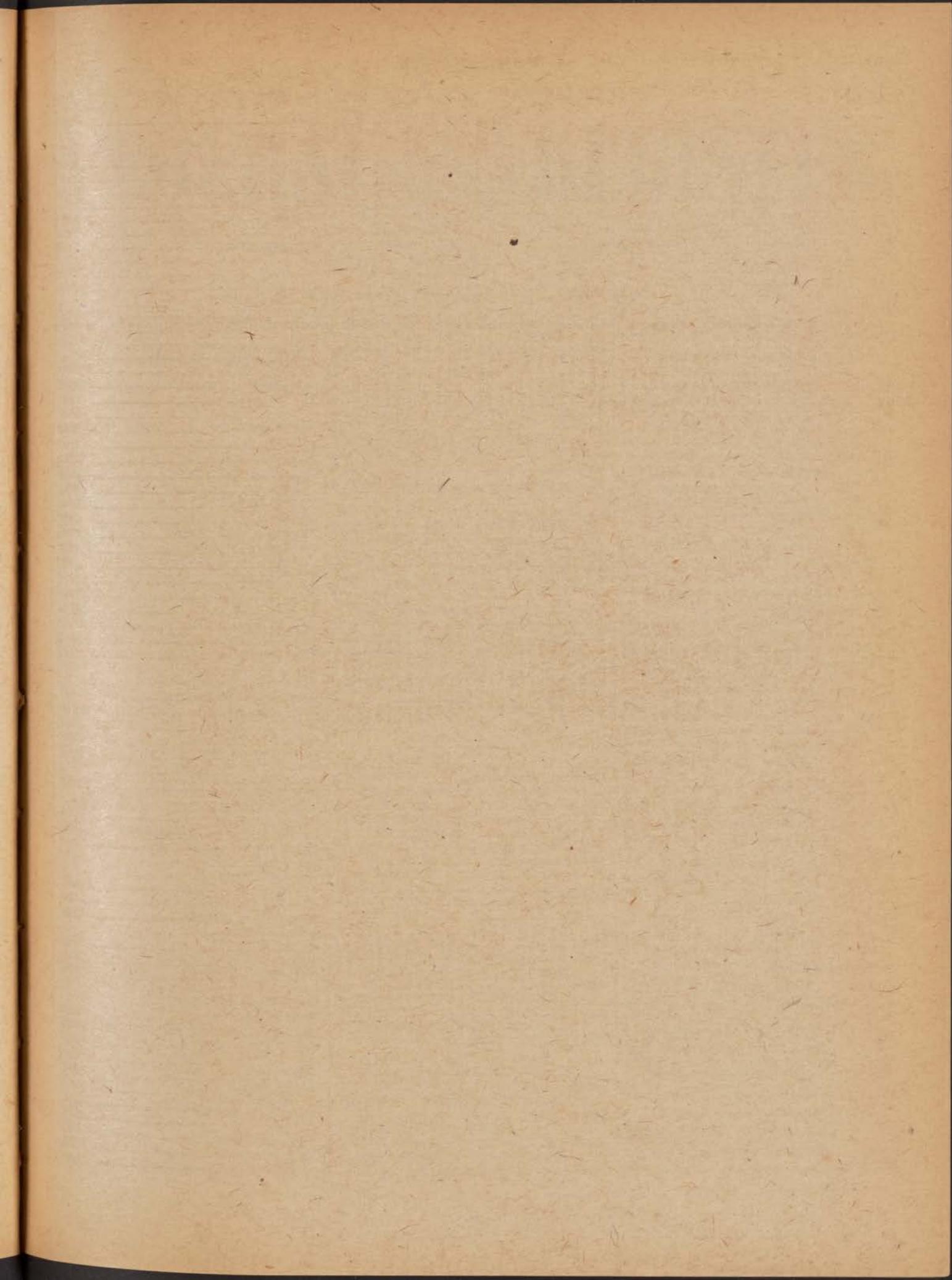
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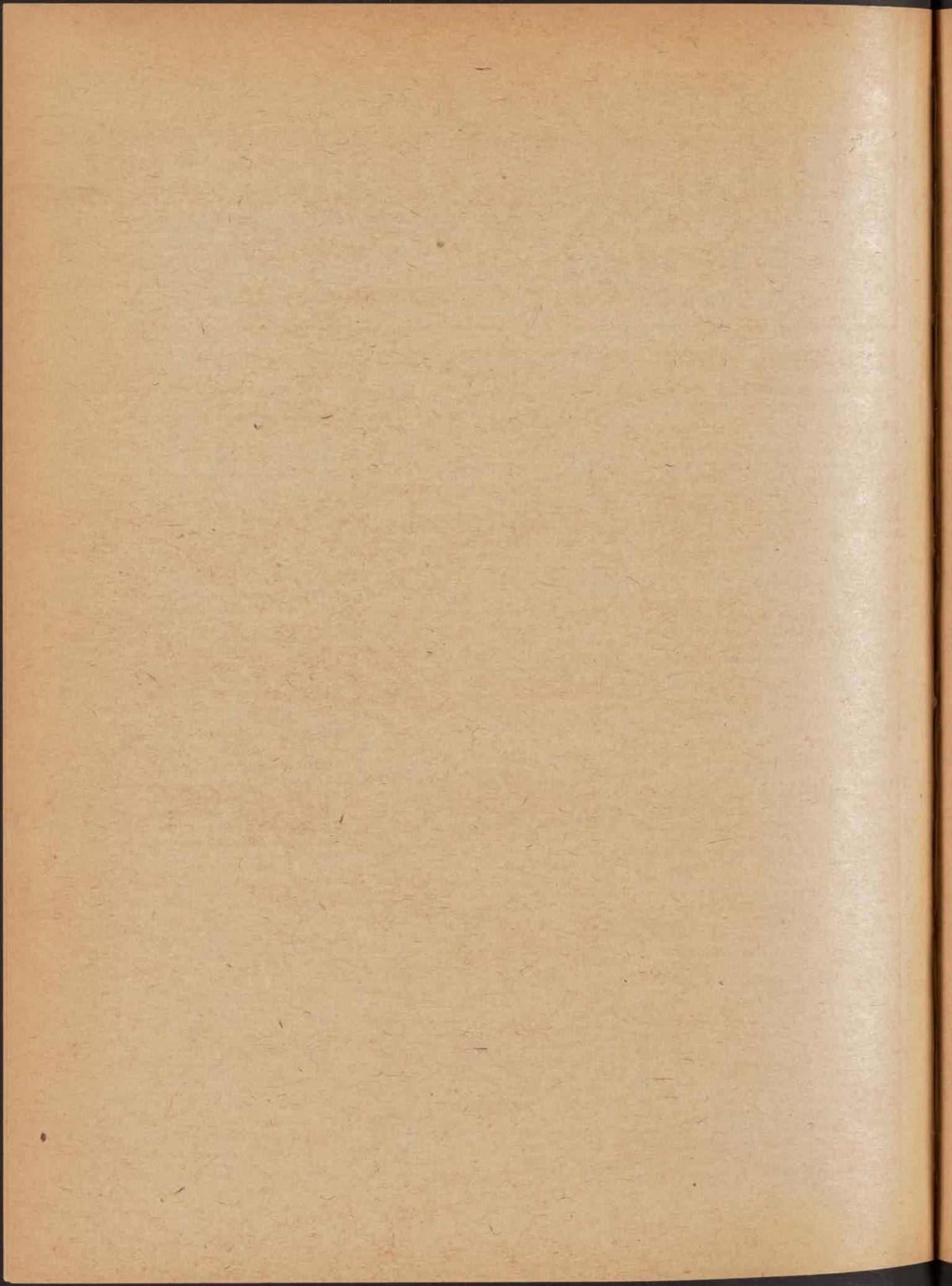
## CUMULATIVE CODIFICATION GUIDE—APRIL

A numerical list of the parts of the Code of Federal Regulations affected by documents published to date during April. Proposed rules, as opposed to final actions, are identified as such.

	Page	7 CFR—Continued	Page	9 CFR—Continued	Page
1 CFR	3401	927	3049	Proposed rules:	
Appendix A		930	2522	201	2591
3 CFR		933	2801, 2802, 3149		
Proclamations:		934	2522, 3276		
3160	3221, 3222	953	2612, 2803, 2976, 3050, 3182, 3234		
3225	3221	965	3363		
3280	2609	969	3105		
3281	3219	972	3276		
3282	3219	996	2524, 3276		
3283	3221	999	2525, 3276		
3284	3221	1001	3050		
3285	3221	1015	2678		
3286	3265	1021	3319		
3287	3315	1065	3365		
3288	3315	1069	3051		
3289	3317	1070	2678		
Executive orders:		Proposed rules:			
May 10, 1867	3112	52	2587		
Oct. 25, 1867	3112	68	3114, 3281		
Nov. 2, 1876	3112	318	3326		
3893	3112	319	2561, 2690		
4099	3112	362	2810		
4203	2994	723	2873		
5326	3112	725	2873		
9975	3179	813	3377		
10070	3179	904	2623		
10810	3179	914	2660		
10811	3179	922	2911, 2960		
10812	3265	925	3284		
Presidential documents other than proclamations and Executive orders:		927	2805		
Letter, Apr. 21, 1959	3222	934	2623		
50		943	3294	Proposed rules:	
5	3149	953	29		
6	2520, 2673, 2901, 3023, 3318	965	2912		
20	2978	968	3115		
25	2804	972	2858		
27	2804	996	3255		
325	2609, 2610, 2901, 3181	999	2835, 3241		
6 CFR		1008	399		
10	2931, 3181	1012	406		
331	2721, 3271	1021	514		
383	2721	1065	2961		
386	3181	8 CFR	2751		
421	2673, 2767, 2770, 2821, 2853, 2856, 2931, 2933, 2937, 3023, 3026, 3027, 3031, 3036, 3151, 3366	101	3158		
430	2827	103	3184		
434	2611, 3271	211	3318		
464	2721	235	2526		
485	2676, 2723, 2941, 2942, 3366	236	2526, 2904		
539	2637	239	2783, 2976		
7 CFR		245	2783		
26	2943	249	2976		
29	2776	299	2783		
51	2581, 2640, 3275	328	2783		
52	3149	333	2946		
210	3318	335	2946		
301	2557, 3048	336	2954		
319	3181	337	2954		
354	2723	338	2954		
719	2642	499	2954		
725	2676	Proposed rules:			
728	2520	204	2959		
729	2677, 2944	205	2959		
730	2677	245	2624		
862	3231	282	2959		
904	2520, 3276	299	2959		
914	2611, 2799, 2973	151	3051		
922	2581, 2612, 2801, 2975, 3233	201	2613, 3317	10	2959
			3182	17	2741
9 CFR		73	3106		
74		74	3106		
78		78	3051		
141		151	2613, 3317		
19 CFR		201	3182		
1					3109
3					2726
4					2559, 2729
8					2612
14					2612
21					3367
32					3319
Proposed rules:					

20 CFR	Page	33 CFR	Page	45 CFR	Page
332	3372	1	3054	144	3235
613	2679	19	3055		
<i>Proposed rules:</i>		45	2830		
401	2813	202	2527		
		204	2560		
		207	2680, 2830		
21 CFR		401	2983		
9	2945	<i>Proposed rules:</i>			
17	2650	146	2742		
120	2786, 2982, 3054, 3322				
121	2559				
130	2982				
141c	2982				
146c	2982, 3322				
146e	2904				
<i>Proposed rules:</i>					
9	2873, 2875	20	3113		
27	3160				
120	2538				
121	2561, 3055				
22 CFR					
41	3185				
42	3185				
202	2737				
24 CFR					
200	2527, 2956				
232	3373				
233	3374				
282	3374				
320	3374				
25 CFR					
1	2650				
3	2650				
163	2559				
26 (1954) CFR					
1	2650				
40	3109				
44	2613				
48	3186				
170	3067				
<i>Proposed rules:</i>					
1	2660, 2681, 3057				
170	3068				
197	3072				
198	3073				
200	3073				
201	3075				
231	3101				
245	3101				
251	3103				
296	2688				
29 CFR					
516	3234				
522	3108				
526	2584				
681	2585, 2680				
<i>Proposed rules:</i>					
522	2591				
32 CFR					
67	3367				
554	3323				
581	3054				
582	3152				
590	2828				
591	2828				
882	2730				
32A CFR					
<i>OIA (Ch. X):</i>					
Oil Import, Reg. 1	2622				
<i>OIAB (Ch. XI):</i>					
NSA (Ch. XVIII):	2622				
INS-1	2659				
33 CFR	Page	40	Page	45 CFR	Page
41	1	19	3054	144	3235
45	45	45	2830	144	3235
46	202	204	2527	10	2994
47	207	207	2680, 2830	30	3240
48	401	146	2983	56	3240
49	146	146	2742	70	3240
50	146	146	2742	90	3240
51	146	146	2742	154	3055
52	146	146	2742	161	3240
53	146	146	2742	167	3240
54	146	146	2742	282	3325
55	146	146	2742	370	2681
56	146	146	2742	<i>Proposed rules:</i>	
57	146	146	2742	1	2742
58	146	146	2742	4	2742
59	146	146	2742	10	2742, 2994
60	146	146	2742	12	2742
61	146	146	2742	30	2742
62	146	146	2742	32-35	2742
63	146	146	2742	43-45	2742
64	146	146	2742	52	2742
65	146	146	2742	54-57	2742
66	146	146	2742	61	2742
67	146	146	2742	76	2742
68	146	146	2742	78	2742
69	146	146	2742	95-97	2742
70	146	146	2742	110-113	2742
71	146	146	2742	136	2742
72	146	146	2742	137	2742
73	146	146	2742	146	2742
74	146	146	2742	147	2742
75	146	146	2742	160-162	2742
76	146	146	2742	167	2742
77	146	146	2742	176	2742
78	146	146	2742	181	2742
79	146	146	2742	183	2742
80	146	146	2742	187	2742
81	146	146	2742		
82	146	146	2742		
83	146	146	2742		
84	146	146	2742		
85	146	146	2742		
86	146	146	2742		
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143	146	146	2742		
144	146	146	2742		
145	146	146	2742		
146	146	146	2742		
147	146	146	2742		
148	146	146	2742		
149	146	146	2742		
150	146	146	2742		
151	146	146	2742		
152	146	1			





# FEDERAL REGISTER

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## Title 1—GENERAL PROVISIONS

### Appendix A—Guide to Record Retention Requirements

#### REVISION AS OF JANUARY 1, 1959

**Introduction.** The following list was compiled as a guide to generally applicable provisions of Federal laws and regulations relating to the retention of records by the public. The list is derived from the laws contained in the United States Code as amended by the laws enacted in 1958, and from the regulations contained in the Code of Federal Regulations as amended in the daily issues of the FEDERAL REGISTER through December 31, 1958. It represents an effort to show (1) what published requirements there are on the keeping of non-Federal records, (2) what records must be kept and who must keep them, and (3) how long they must be kept.

**Coverage.** The list is confined to generally applicable published requirements on record retention. Not included are requirements applying to named individuals and corporations such as professional or patriotic associations, port or bridge authorities. Also not included are requirements as to the furnishing of reports to Government agencies, the filing of tax returns, the submission of supporting evidence with applications or claims, and similar materials. Likewise the provisions of individual Government contracts may require the keeping of records, but no attempt has been made to include all such provisions.

In many laws and regulations there is an implied responsibility to keep copies of reports and other papers furnished to Federal agencies, or to keep working papers necessary to the preparation of a report. Ordinarily such implied requirements are not included.

The list also does not contain requirements as to the keeping of papers furnished by the Government, such as passports, licenses, permits, and similar documents, unless they are closely related to other records which must be kept. It does not include requirements as to the display of posters, notices, or other signs in factories, hotels, or other places of business.

**Arrangement.** The list is arranged alphabetically by the names of the Departments, followed by the major agen-

### NOTICE

Appendix A to Title I does not have the effect of law, regulation, or ruling. It is published as a guide to legal requirements that appear to be in effect as of January 1, 1959.

cies imposing or having a special interest in the requirements, and thereunder by the bureau or office immediately concerned with the requirements. Individual items are numbered to simplify indexing, but they are not alphabetically arranged.

Two supplements to the list contain generalized information about certain requirements under the Emergency Price Control Act of 1942 and detailed information on requirements imposed by the Civil Aeronautics Board relative to the availability of credentials for inspection.

An index to the list follows the last supplement.

### CONTENTS

I. Department of Agriculture	Page
1. Office of the Secretary (Foreign Agricultural Service) .....	3402
2. Agricultural Conservation Program Service .....	3402
3. Agricultural Marketing Service .....	3402
4. Agricultural Research Service .....	3405
5. Commodity Exchange Authority .....	3405
6. Commodity Stabilization Service .....	3406
7. Commodity Stabilization Service and Commodity Credit Corporation .....	3408
8. Farmers Home Administration .....	3409
9. Federal Crop Insurance Corporation .....	3409
II. Department of Commerce	
1. Business and Defense Services Administration .....	3409
2. Foreign Commerce, Bureau of .....	3410
3. Maritime Administration .....	3410
4. Public Roads, Bureau of .....	3412
5. Transportation, Under Secretary of Commerce for .....	3412

### CONTENTS—Continued

III. Department of Defense	Page
1. Office of the Secretary of Defense (Departments of Army, Navy, Air Force) .....	3412
2. Department of the Air Force .....	3413
3. Department of the Army .....	3413
IV. Department of Health, Education, and Welfare	
1. Education, Office of .....	3414
2. Food and Drug Administration .....	3414
3. Public Health Service .....	3414
4. Social Security Administration .....	3415
V. Department of the Interior	
1. Office of the Secretary .....	3415
2. Alaska Game Commission .....	3415
3. Fish and Wildlife Service .....	3415
4. Geological Survey .....	3416
5. Indian Affairs, Bureau of .....	3417
6. International Pacific Halibut Commission .....	3417
7. International Whaling Commission .....	3417
8. Mines, Bureau of .....	3417
9. National Park Service .....	3417
VI. Department of Justice	
1. General .....	3417
2. Alien Property, Office of .....	3418
VII. Department of Labor	
1. Office of the Secretary .....	3418
2. Employees' Compensation, Bureau of .....	3418
3. Public Contracts, Division of .....	3418
4. Wage and Hour Division .....	3418
VIII. Post Office Department	
VIX. Department of State	
X. Department of the Treasury	
1. Accounts, Bureau of .....	3421
2. Comptroller of the Currency .....	3421
3. Customs, Bureau of .....	3422
4. Internal Revenue Service .....	3423
5. International Finance, Office of .....	3439
6. Mint, Bureau of the .....	3439
7. Narcotics, Bureau of .....	3440
8. Public Debt, Bureau of the .....	3440
9. United States Coast Guard .....	3440
XI. Atomic Energy Commission	
XII. Civil Aeronautics Board	
XIII. Committee on Purchases of Blind-Made Products	
XIV. Federal Aviation Agency	

## CONTENTS—Continued

	Page	
XV. Federal Communications Commission	3444	expenditures made as evidence of costs in carrying out conservation practices, including any pH determinations issued by the Extension Service or any other qualified agency.
XVI. Federal Deposit Insurance Corporation	3446	Retention period: Until presented to the farm inspector at time of inspection. 7 CFR 1102.311-1105.876 containing numerous references to record requirements.
XVII. Federal Home Loan Bank Board	3447	
XVIII. Federal Power Commission	3447	2.2 Producers of gum naval stores from turpentine trees.
XIX. Federal Trade Commission	3447	To keep records of faces by tracts and drifts in connection with the Naval Stores and Agricultural Conservation Programs.
XX. General Accounting Office	3447	
XXI. General Services Administration	3448	Retention period: Until requested by the local inspector (area forester). 1953 provisions—7 CFR 1106.402 (17 F.R. 7270); 1954—7 CFR 1106.502; 1955—7 CFR 1106.602; 1956—7 CFR 1106.705; 1957—7 CFR 1106.805; 1958—7 CFR 1106.906; 1959—7 CFR 1106.1006
XXII. Housing and Home Finance Agency	3448	
1. Office of the Administrator	3449	
2. Federal Housing Administration	3449	
XXIII. Interstate Commerce Commission	3449	3. Agricultural Marketing Service
XXIV. Panama Canal Company and Canal Zone Government	3450	MARKETING ORDER PROGRAM FOR FRUITS AND VEGETABLES UNDER THE AGRICULTURAL MARKETING ACT OF 1937, AS AMENDED
XXV. Railroad Retirement Board	3450	INDIVIDUAL HANDLERS OF VARIOUS COMMODITIES UNDER MARKETING ORDERS
XXVI. Saint Lawrence Seaway Development Corporation	3450	3.1 Almond handlers.
XXVII. Securities and Exchange Commission	3450	To keep records showing details of receipt of almonds, withholdings, sales, shipments, inventories, surplus disposition, and other pertinent information in respect to operations.
XXVIII. Veterans Administration	3451	Retention period: 2 years after end of crop year to which such records apply. 7 CFR 909.70
Supplements:		3.2 Almond handlers.
I—Requirements under the Emergency Price Control Act of 1942 and the Second War Powers Act of 1942	3451	To keep copies of receipts they have issued for almonds received for their own accounts.
II—Civil Aeronautics Requirements on Availability of Credentials for Inspection	3452	Retention period: 2 years after end of crop year to which such records apply. 7 CFR 909.71 (retention: 909.70)
Index	3452	3.3 Growers and handlers of Valencia and navel oranges under Marketing Orders 22 and 14.
		To maintain copies of exemption certificates.
I. DEPARTMENT OF AGRICULTURE		Retention period: Not specified. 7 CFR 914.120, 922.120
1. Office of the Secretary		3.4 Handlers—by-product manufacturers, or charitable institutions, handling Valencia and navel oranges under Marketing Orders 22 and 14.
(Foreign Agricultural Service)		To maintain a file of orange diversion reports.
1.1 Persons importing certain dairy commodities.		Retention period: Not specified. 7 CFR 914.131, 922.131
To keep records of importations and of the transactions relating to the procurement and disposition of such commodities.		3.5 Nectarine handlers.
Retention period: Not less than 2 years subsequent to the end of the quota period during which the importation was made. 7 CFR 6.27		To keep records of nectarines received and disposed of as may be necessary to verify reports submitted thereon.
2. Agricultural Conservation Program Service		Retention period: At least 2 succeeding fiscal years. 7 CFR 937.60
2.1 Persons eligible for agricultural conservation payments.		3.6 Potato handlers.
To keep receipts or invoices of purchases, transportation, and analysis of materials; and records of seed collections and production, labor and equipment expenses, or other services performed or		To keep records of potatoes received and disposed of as may be necessary to verify reports submitted thereon.
		Retention period: At least 2 succeeding years. 7 CFR 938.75
		3.7 Tomato handlers.
		To maintain records of tomatoes received and disposed as may be necessary to verify the reports submitted thereon.
		Retention period: At least 2 years. 7 CFR 948.80
		3.8 Central marketing organizations.
		To keep records regarding allotment transactions for lemon handlers.
		Retention period: 3 years. 7 CFR 953.62
		3.9 Dried fig handlers.
		To keep records as prescribed by the Dried Fig Administrative Committee, of all dried figs handled, including dried figs acquired, stored, and disposed.
		Retention period: At least 2 years after the end of the crop year to which such records apply. 7 CFR 964.65, 964.66, 964.165
		3.10 Walnut handlers.
		To keep records of shelled and unshelled walnuts or walnut material received, held, and disposed of as may be necessary to verify all transactions thereon.
		Retention period: 2 years after end of marketing year in which transactions are completed. 7 CFR 984.79, 984.463, 984.479
		3.11 Raisin handlers.
		To keep records as prescribed by the Raisin Administrative Committee, of raisins acquired, stored, and disposed.
		Retention period: At least 2 years after the termination of the crop year in which the transactions occurred. 7 CFR 989.76, 989.77
		3.12 Raisin handlers.
		To keep complete, accurate, and current records showing quantity and varieties of raisins handled, identity of producers and dehydrators, to whom sold, and other details of activities.
		Retention period: At least 2 years after the termination of the crop year in which the transaction occurred. 7 CFR 989.173, 989.176
		3.13 Prune handlers.
		To keep records of prunes received, held, and disposed as prescribed by the Prune Administrative Committee.
		Retention period: At least 2 years after the end of the crop year in which the transaction occurred. 7 CFR 993.76, 993.176
		3.14 Filbert handlers.
		To keep records of all filberts held or disposed.
		Retention period: Not specified. 7 CFR 997.83
		3.15 Lime handlers.
		To maintain records of limes received and disposed of in order to verify reports submitted to the Florida Lime Administrative Committee.
		Retention period: At least 2 succeeding fiscal years. 7 CFR 1001.60
		3.16 Date handlers.
		To maintain records of the handling, withholding, and disposition of dates.

Retention period: At least 2 years subsequent to termination of each crop year. 7 CFR 1003.68

### 3.17 Cucumber handlers.

To maintain records of cucumbers received and disposed of as may be necessary to verify reports submitted thereon.

Retention period: At least 2 succeeding fiscal years. 7 CFR 1015.70

### 3.18 Onion handlers.

To maintain records of onions received and disposed of as may be necessary to verify reports submitted thereon.

Retention period: At least 2 succeeding years. 7 CFR 1017.65

### 3.19 Apricot handlers.

To maintain records of apricots received and disposed of as may be necessary to verify reports submitted thereon.

Retention period: At least 2 succeeding years. 7 CFR 1020.60

### 3.20 Cherry handlers.

To maintain records of cherries received and disposed of as may be necessary to verify reports submitted thereon.

Retention period: At least 2 succeeding years. 7 CFR 1022.60

### SHIPPIERS HANDLING EXEMPTED FRUITS AND VEGETABLES

#### 3.21 Shippers handling fruits and vegetables covered by exemption certificates under marketing order programs.

To keep records of such shipments.

Retention period: Not specified, except for tomatoes (at least 2 succeeding years). 7 CFR 936.141, 945.80 (tomatoes)

(Certificate (record) returned after shipment of commodities (pears, grapes, and potatoes) 7 CFR 939.125, 951.122, 981.104)

### DIVERSION PROGRAMS COVERING DATES AND IRISH POTATOES UNDER SECTION 32, PUBLIC LAW, 320, 74TH CONGRESS, AS AMENDED

#### 3.22 Date diverters.

To maintain records and accounts relating to dates diverted or disposed of under the Date Diversion Payment Program.

Retention period: 1956 marketing season—until October 31, 1959, 6 CFR 518.545; 1957 marketing season—until October 1, 1960, 6 CFR 518.566; 1958 marketing season—until October 31, 1961, 6 CFR 518.586

#### 3.23 Irish potato diverters.

To keep records and accounts relative to fresh Irish potatoes diverted and sold for use as livestock feed.

Retention period: 2 years after date of last payment. 6 CFR 519.145, 519.171, 519.196

### PERISHABLE AGRICULTURAL COMMODITIES ACT, 1930 (FRUITS AND VEGETABLES)

#### 3.24 Commission merchants, dealers, and brokers.

To keep accounts, records, memoranda, and documents which disclose all busi-

ness transactions, including ownership of such business by stockholding or otherwise.

Retention period: 2 years. 7 CFR 46.15, 46.16, 46.19

### SCHOOL LUNCH, SPECIAL MILK, AND DIRECT DISTRIBUTION PROGRAMS

#### 3.25 Cooperating State agencies and private institutions.

To maintain records as specified in the regulations of the National School Lunch Program.

Retention period: 3 years from the close of the Federal fiscal year to which the records pertain. 7 CFR 210.8, 210.13

#### 3.26 Cooperating State agencies and private institutions.

To maintain records as specified in the regulations of the Special Milk Program.

Retention period: 3 years after the end of each Federal fiscal year's operations. 6 CFR 502.203, 502.209, 502.212

#### 3.27 Distributing and recipient agencies distributing food commodities donated for use in school lunch programs, in summer camps for children, by needy Indians on reservations, in institutions, in State correctional institutions for minors, and in assistance of other needy persons.

To maintain records relating to receipt, disposal, and inventory of commodities, including records with respect to the receipt and disbursement of funds arising from operation of the distributing program.

Retention period: 3 years from the close of the Federal fiscal year to which the records pertain. 6 CFR 503.6

### POULTRY AND POULTRY PRODUCTS EXPORT INSPECTION PROGRAMS

#### 3.28 Exporters of poultry and poultry products under the poultry export program.

To maintain records showing purchases, sales, and deliveries of products exported or to be exported.

Retention period: 2 years after effective date of program. 6 CFR 530.107

#### 3.29 Persons processing, transporting, shipping, or receiving poultry slaughtered for human consumption or poultry products in commerce, or holding such products.

To maintain detailed records of such transactions as specified in the regulations.

Retention period: 2 years. 7 CFR 81.152

### INSPECTION OF DAIRY PRODUCTS

#### 3.30 Dairy products manufacturers, processors, and packagers operating approved plants under Department of Agriculture inspection.

To maintain records of quality tests of producers of raw milk and of producers, sellers, and shippers of raw cream; and plant and laboratory tests and analyses of raw materials and finished products.

Retention period: 1 year. 7 CFR 58.143, 58.144, 58.169

### REGULATIONS FOR THE MARKETING ORDER PROGRAM FOR DAIRY PRODUCTS UNDER THE AGRICULTURAL MARKETING ACT OF 1937, AS AMENDED

#### 3.31 Milk handlers.

To keep detailed and summary accounts, books, and records with respect to (a) the receipts and utilization of all milk, skim milk, and butterfat handled, including all milk products received and disposed of in the same form; (b) the weights and butterfat content of all milk and milk products handled; and (c) payments to producers and cooperative associations of producers and such other information as the market administrator may require.

Retention period: 3 years, to begin at the end of the calendar month to which such accounts and records pertain, or for a longer period if notified by the Marketing Administrator. 7 CFR Parts 903-1023 (see specific milk marketing area)

### PACKERS AND STOCKYARDS ACT, 1921

Regulations pertaining to interstate and foreign commerce in livestock and poultry as follows:

#### 3.32 Stockyard owners, market agencies, and licensees under Packers and Stockyards Act regulations.

To keep open for public inspection (and post in the case of licensees) duplicate copies of all schedules of rates and charges and rules or regulations and amendments or supplements thereto.

Retention period: Not specified; however, required to post and keep open for inspection currently effective schedules only. 9 CFR 201.22

#### 3.33 Market agencies or licensees selling or buying livestock or live poultry on a commission or agency basis.

To keep available for inspection by owners or consignors or purchasers copies of bills covering charges paid for or on behalf of the owner or consignor which were deducted from the gross proceed of the sale or added to the purchase price thereof when accounting for the sale or purchase.

Retention period: Not specified. 9 CFR 201.45

#### 3.34 Stockyard owners, registrants buying or selling livestock, and licensees buying or selling live poultry.

To keep (in addition to other necessary records) daily accurate records of purchases, sales, shipments, prices, etc.

Retention period: Not specified. 9 CFR 201.46

#### 3.35 Sellers of live poultry under Packers and Stockyards Act regulations.

To keep copy of ticket prepared by seller at time of sale showing the name of the designated market, the date of the transaction, the names of the seller and buyer, the number of coops, kinds of poultry, price per pound, and such terms and conditions as the parties may agree upon.

Retention period: Not specified. 9 CFR 201.48

## RULES AND REGULATIONS

**3.36 Stockyard owners, market agencies, or licensees weighing livestock or live poultry for purposes of purchase or sale under Packers and Stockyards Act regulations.**

To keep copy of scale ticket of weighing showing for both livestock and live poultry, name of agency performing the service, date of weighing number of the scale or other information identifying the scale, name of seller, name of buyer, name of consignor, or understandable abbreviations of such names; in case of livestock, also, the number of head, kind, and actual weight, the amount of dockage and name or initials of person weighing it; and, in case of live poultry, also, number of coops weighed, the gross, tare, and net weights, and the name or initials of person operating scale at time of weighing.

Retention period: Not specified. 9 CFR 201.49

**3.37 Stockyard owners, market agencies, or licensees who weigh livestock or live poultry for purposes of purchase and sale under Packers and Stockyards Act regulations.**

To keep one copy of form report of tests and inspections of scales and shall cause one copy to be kept by the agency conducting the test and inspection of the scales (a third copy to the District Supervisor of the Service).

Retention period: Not specified. 9 CFR 201.74

**3.38 Authorized State livestock associations and agencies.**

To keep adequate detailed records of collection of fees, disbursement, inspections, and brands and marks.

Retention period: Not specified. 9 CFR 201.86

**3.39 Authorized State agencies and livestock associations under Packers and Stockyards Act regulations.**

To keep adequate records showing in detail the income derived from the collection of authorized fees, the disbursement of such funds as expenses for conducting the services, the inspections performed and the results thereof, including records showing a full description of brands, marks, and other identifying characteristics of inspected livestock; and currently maintain records of the brands, marks, and other identifying characteristics of livestock located in the State from which such agency or association will operate and with reference to which the authorization has been granted.

Retention period: Not specified. 9 CFR 201.89

**WAREHOUSE ACT OF 1916, AS AMENDED**

Regulations pertaining to warehousing agricultural products as follows:

**3.40 Licensed warehousemen.**

To keep copies of all receipts issued.

Retention period: Not specified. 7 CFR 101.17, 102.20, 103.17, 104.17, 105.17,

<sup>1</sup> Records shall not be destroyed or disposed of without the consent in writing of the Chief, Packers and Stockyards Branch, AMS, Department of Agriculture. 9 CFR 201.50

106.17, 107.17, 108.17, 109.17, 110.17, 111.18, 112.17, 113.17, 114.17

**3.41 Licensed warehousemen.**

To retain each canceled receipt.

Retention period: 6 years after December 31 of the year in which receipt is canceled and for such longer period as may be necessary for the purpose of any litigation which the warehouseman knows to be pending, or as may be required by the Administrator in particular cases to carry out the purposes of the act. 7 CFR 101.28, 102.34, 103.28, 104.28, 105.29, 106.30, 107.31, 108.29, 109.34, 110.29, 111.33, 112.29, 113.29, 114.29

**3.42 Licensed warehousemen.**

To keep a copy of his current rules and schedule of charges exposed conspicuously in a place accessible to the public.

Retention period: Required to expose current copy only. 7 CFR 101.29, 102.35, 103.29, 104.31, 105.30, 106.31, 107.32, 108.30, 109.35, 110.30, 111.34, 112.30, 113.30, 114.30

**3.43 Licensed warehousemen.**

Shall use for his licensed warehouse a system of accounts approved for the purpose by the Service, and maintain such records as are specified.

Retention period: Not specified. 7 CFR 101.33, 102.37, 103.40, 104.28, 105.33, 106.37, 107.39, 108.33, 109.40, 110.34, 111.41, 112.34, 113.36, 114.34

**3.44 Licensed warehousemen.**

Shall keep on file an exact copy of each report required to be submitted by such warehouseman.

Retention period: As may be prescribed by the Department or Service. 7 CFR 101.36, 102.38, 103.41, 104.29, 105.35, 106.39, 107.42, 108.35, 109.42, 110.36, 111.44, 112.36, 113.38, 114.36

**3.45 Licensed cotton warehousemen.**

To keep copies of certificates covering cotton stored, and copies of Form A memorandums and Form C certificates issued by a board of cotton examiners which forms a basis of any receipt issued.

Retention period: 1 year from date of issuance and thereafter until receipts based upon such certificates have been surrendered and canceled. 7 CFR 101.47

**3.46 Licensed cotton warehousemen.**

To keep records of cotton sampling including the written request, if any.

Retention period: Not specified. 7 CFR 101.49

**3.47 Licensed classifiers, inspectors, graders, and weighers of agricultural commodities.**

To keep copies of certificates issued by them.

Retention period: 1 year. 7 CFR 101.61, 102.69, 104.57, 105.59, 106.66, 107.68, 108.59, 109.64, 110.61, 111.70, 112.59, 113.65, 114.64

**3.48 Licensed warehousemen.**

To keep either copies of, or the original inspection, grade and/or weight, certificates covering lots of commodities stored.

Retention period: Not specified. 7 CFR 102.29, 103.24, 105.46, 106.54, 107.55, 108.47, 109.25, 111.56, 112.49, 113.52, 114.50

**3.49 Licensed grain warehousemen.**

To keep records of weights, kinds, and grades of all lots of nonstorage grain received into and delivered from warehouses.

Retention period: Not specified. 7 CFR 102.30

**3.50 Licensed warehousemen.**

To keep inquiries received in writing advising of interest in deteriorating commodities stored in warehouse.

Retention period: Not specified. 7 CFR 102.54, 103.39, 107.51, 108.42, 109.49, 110.46, 111.52, 112.43, 113.47, 114.46

**FEDERAL SEED ACT**

Regulations pertaining to handlers, shippers, and procurers of seeds as follows:

**3.51 Persons handling agricultural seeds subject to the Federal Seed Act regulations.**

To keep complete records of each lot of agricultural seed handled.

Retention period: 3 years. 7 CFR 201.4

**3.52 Country shippers of agricultural seeds subject to the Federal Seed Act regulations.**

To keep copies of declarations they have issued and records showing names and addresses of growers or country shippers from whom seeds were purchased, quantity, and date of delivery, and records of purity and germination tests.

Retention period: 3 years. 7 CFR 201.5, 201.6, 201.7 (retention: 201.4)

**3.53 Procurers of seeds from growers subject to the Federal Seed Act regulations.**

To obtain and keep the grower's declaration.

Retention period: 3 years. 7 CFR 201.7 (retention: 201.4)

**3.54 Growers of seeds subject to the Federal Seed Act regulations.**

To keep copy of the growers declaration.

Retention period: 3 years. 7 CFR 201.7 (retention: 201.4)

**REGULATIONS PERTAINING TO THE ADMINISTRATION OF THE COTTON ACTS**

**3.55 Cotton quotation committees.**

To keep records of spot markets cotton sales.

Retention period: Not specified. 7 CFR 27.98

**3.56 Licensed cotton classers.**

To keep copies of certificates issued by them.

Retention period: 1 year after date of issuance. 7 CFR 28.87

**3.57 Licensed cotton classers who place certificate of classification directly on warehouse receipts, weight certificates, or on other documents showing such classification.**

To keep records of each bale and sample classified showing bale number, grade, length of staple, or other class of each bale, and date classed.

Retention period: 1 year after date of classification. 7 CFR 28.87

### 3.58 Licensed cottonseed chemists.

To keep records of the analysis of each individual sample of cottonseed graded as well as books, papers, records, and accounts relating to the performance of their duties under the Agricultural Marketing Act of 1946 and the regulations made under the act by the Secretary of Agriculture.

Retention period: At least 1 year after date of analysis. 7 CFR 61.15

### 3.59 Licensed cottonseed samplers.

To keep books and records relating to the performance of their duties available for inspection or examination by a representative of the Department.

Retention period: Not specified. 7 CFR 61.35

## NAVAL STORES ACT OF 1923, AS AMENDED

### 3.60 Accredited turpentine and rosin processors for naval stores.

To keep such records as may be necessary to submit correct reports.

Retention period: Not specified. 7 CFR 160.50

## 4. Agricultural Research Service

### 4.1 Licensed manufacturers (domestic and foreign), distributors, and importers of biological products.

To keep detailed records of the results of tests for purity and potency and of the methods of preservation of each batch of biological products; and of the sale, shipment, or other disposition of the products.

Retention period: 2 years after expiration date of the product involved, or longer if requested by the Director, Animal Inspection and Quarantine Division. 9 CFR 116.1 (retention: 116.3)

### 4.2 Licensees preparing anti-hog-cholera serum and hog-cholera virus.

To keep records pertaining to virus production, serum preparation, and to pigs used to produce virus.

Retention period: 2 years after expiration date of the product involved, or longer if requested by the Director, Animal Inspection and Quarantine Division. 9 CFR 116.2 (retention: 116.3)

### 4.3 Handlers of anti-hog-cholera serum or hog-cholera virus.

To keep records pertaining to the manufacture, receipt, delivery, sale, prices, and disposition of serum and virus.

Retention period: 2 years. 9 CFR 131.49

### 4.4 Alaskan fur farmers.

To keep books and records for inspection by the Alaska Game Commission.

Retention period: Not specified. 9 CFR 160.3

## 5. Commodity Exchange Authority

### 5.1 Futures commission merchants depositing customers' monies in a bank or trust company.

Must secure a written waiver agreement from such bank or trust company

and keep as a permanent record an executed copy of this agreement.

Retention period: 5 years from date of closing of such bank account.<sup>2</sup> 17 CFR 1.20 (retention: 1.31)

### 5.2 Futures commission merchants investing customers' money or loaning customers' money on the security of negotiable warehouse receipts.

To deposit such obligations, securities and warehouse receipts in safekeeping with a bank, trust company or clearing organization, or clearing member of a contract market and keep an executed copy of agreement with bank, trust company, clearing organization, or a clearing member of a contract market as specified in the section cited.

Retention period: 5 years after termination of agreement.<sup>2</sup> 17 CFR 1.26 (retention: 1.31)

### 5.3 Futures commission merchants.

To keep the following records re obligations and investment securities, date investments made, name of person from or through whom obligations bought, amount of money paid, description of obligations, date disposition made and amount received therefor, name of person to or through whom sold; and the following records re warehouse receipts, date loan made, name of person to whom funds loaned, amount loaned, description of warehouse receipts, date, and particulars of any changes or substitutions, date on which loan repaid.

Retention period: 5 years after investment liquidated or loan paid.<sup>2</sup> 17 CFR 1.27 (retention: 1.31)

### 5.4 Futures commission merchants.

To keep a permanent record of the daily computation of money, securities and property which must be segregated for customers.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.32 (retention: 1.31)

### 5.5 Futures commission merchants.

To keep record showing position of each customer in each future of each commodity on each contract market as of last business day of each calendar month.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.33 (retention: 1.31)

### 5.6 Futures commission merchants.

To keep a "point balance" record of all open trades or contracts of customers as of last day of business of each calendar month.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.34 (retention: 1.31)

### 5.7 Futures commission merchants.

To keep statement to show as of close of last business day of fiscal year and semiannually thereafter, net profit or loss from combined open trades, credit or debit balance of commodity margin account of each customer, whether or

<sup>2</sup> After 3 years the person required to keep such books and records may at his option substitute photographic reproductions thereof on film, together with facilities for the projection of such film in a manner which will permit it to be readily inspected or examined.

not customer has open trades or contracts, description of all securities and property in segregated account received from each customer to margin, guarantee or secure trades or contracts.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.34 (retention: 1.31)

### 5.8 Futures commission merchants and members of contract markets.

To keep full and complete record of all futures and cash transactions including all orders, trading cards, signature cards, street books, journals, ledgers, cancelled checks, copies of confirmations, statements of purchase and sale, together with all other data and memoranda and records of every sort pertaining to cash and future transactions.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.35 (retention: 1.31)

### 5.9 Futures commission merchants and clearing members of contract markets.

To prepare and keep in permanent form the following: (a) A financial ledger record showing all charges against and credits to each customer's account; (b) a record of transactions showing for each account all commodity futures transactions executed for such account, including date, price, quantity, market, commodity, and future; (c) a record or journal showing for each day complete details of all commodity futures transactions executed, including date, price, quantity, market, commodity, future, and the person for whom such transaction was made (in the case of clearing members, the record or journal should also show the floor broker or other person executing each transaction and the opposite clearing member with whom it was made).

Retention period: 5 years.<sup>2</sup> 17 CFR 1.35 (retention: 1.31)

### 5.10 Futures commission merchants.

To keep record of all securities and property (other than money) received from customers to margin, guarantee or secure trades and contracts including description of securities, name and address of customer, date received and returned or otherwise disposed of.

Retention period: 5 years from date of return of property.<sup>2</sup> 17 CFR 1.36 (retention: 1.31)

### 5.11 Futures commission merchants and members of contract markets.

To keep record showing for each futures account name, address and principal occupation of person for whom account is carried and names of persons guaranteeing account or exercising trading control over account.

Retention period: 5 years from date account closed.<sup>2</sup> 17 CFR 1.37 (retention: 1.31)

### 5.12 Contract markets.

To keep record of each transaction wherein a member acts for both a buyer and a seller, including the date, price, quantity, kind of commodity, delivery month, by whom executed, and the exact time of execution.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.39 (retention: 1.31)

## RULES AND REGULATIONS

**5.13 Warehouse operators whose receipts are deliverable in satisfaction of future contracts made on or subject to the rules of the contract market.**

To keep records showing stocks traded for future delivery on such contract markets, in store by kind, class, and grade including lots and parcels stored specially or separately.

Retention period: 5 years.<sup>2</sup> 17 CFR 1.44 (retention: 1.31).

**5.14 Persons having or controlling open contracts in futures in excess of amounts specified.**

To keep books and records showing details of such contracts and related transactions, names and addresses of all futures commission merchants, and board of trade members with whom or through whom such contracts held, all persons having a participating financial interest, name and address of partners, stockholders controlling 20 percent or more of capital stock of corporation, persons participating in management or having financial or beneficial interest in trading operations of associations or trusts.

Retention period: 5 years.<sup>2</sup> 17 CFR 2.14, 2.15, 3.14, 3.15, 4.14, 4.15, 5.14, 5.15, 6.14, 6.15, 7.14, 7.15, 8.14, 8.15, 9.14, 9.15, 10.14, 10.15, 11.14, 11.15 (retention: 1.31).

**6. Commodity Stabilization Service**

**MARKETING QUOTAS FOR COTTON, WHEAT, TOBACCO, PEANUTS, AND RICE**

**6.1 Ginners of upland cotton.**

To keep for each bale of cotton or lot less than a bale ginned by him records showing (a) date of ginning; (b) name of operator of farm on which cotton produced; (c) name of producer of cotton; (d) county and State in which farm located; (e) gin bale number or mark; (f) serial number of the gin ticket or receipt; (g) gross weight of each bale and net weight of each lot of lint cotton less than a bale; and (h) kind of bagging used on each bale if other than jute.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.876 (retention: 722.880); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.36 (retention: 722.40).

**6.2 Buyers and transferees of upland cotton.**

To keep for each bale of cotton or lot less than a bale purchased from a producer records showing (a) name and address of the producer; (b) date purchased; (c) original gin bale number or equivalent; (d) number of pounds of lint cotton in each bale and lot; (e) amount of penalties to be collected, if any; and (f) serial number of the marketing card

<sup>2</sup> After 3 years the person required to keep such books and records may at his option substitute photographic reproductions thereof on film, together with facilities for the projection of such film in a manner which will permit it to be readily inspected or examined.

<sup>3</sup> As specified, or longer if requested by the Director, Cotton Division, CSS.

or certificate or brief description of the loan document by which the cotton was identified when marketed.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.877, 722.878 (retention: 722.880); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.37, 722.38 (retention: 722.40).

**6.3 Buyers and transferees of upland cotton not identified by marketing cards, marketing certificates, or loan documents.**

To keep copy of report showing (a) name and address of producer from whom purchased; (b) date purchased; (c) original gin bale number or other information showing original source of the cotton; (d) net weight of each bale or not less than a bale; and (e) amount of penalty collected, if any.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.877, 722.878 (retention: 722.880); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.37, 722.38 (retention: 722.40).

**6.4 Buyers and transferees of upland cotton identified by marketing certificates.**

To keep copy of report of transactions (Form MQ-91—Cotton (Upland)).

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.877, 722.878 (retention: 722.880); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.37, 722.38 (retention: 722.40).

**6.5 Warehousemen, ginners, buyers, processors, common carriers, and other persons handling upland cotton from, for, or on behalf of the producer.**

To keep records concerning such cotton so that the accuracy of any reports or other records that may be required can be checked.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.879 (retention: 722.880); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.39 (retention: 722.40).

**6.6 Producers of upland cotton marketed to persons not within the United States.**

To keep copy of certificate showing name and address of buyer or transferee.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.882; 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.42.

**6.7 Ginners of extra long staple cotton.**

To keep for each bale or lot less than a bale records showing (a) date of ginning; (b) name of the operator of the farm on which produced; (c) name of the producer; (d) county and State in which produced; (e) gin bale number or mark; (f) serial number of the gin ticket or receipt; (g) gross weight of each bale

and net weight of each lot less than a bale; and (h) kind of bagging used if other than jute.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.1476 (retention: 722.1480); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.136 (retention: 722.140).

**6.8 Buyers and transferees of extra long staple cotton.**

To keep for each bale or lot less than a bale records showing (a) name and address of producer from whom purchased; (b) date purchased; (c) original gin bale number or other information showing origin and weight of cotton; (d) number of pounds in each bale and lot purchased; and (e) penalties to be collected, if any.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.1477, 722.1478 (retention: 722.1480); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.137, 722.138 (retention: 722.140).

**6.9 Buyers and transferees of extra long staple cotton not identified by marketing cards, marketing certificates, or loan documents.**

To keep copy of report showing (a) name and address of the producer from whom purchased; (b) date purchased; (c) original gin bale number or other information of the cotton; (d) net weight of each bale or lot less than a bale; and (e) amount of penalty collected, if any.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.1477, 722.1478 (retention: 722.1480); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.137, 722.138 (retention: 722.140).

**6.10 Buyers and transferees of extra long staple cotton identified by marketing certificates.**

To keep copy of report of transaction (Form MQ-91—Cotton (ELS)).

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.1477, 722.1478 (retention: 722.1480); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.137, 722.138 (retention: 722.140).

**6.11 Warehousemen, ginners, buyers, processors, common carriers, and other persons handling extra long staple cotton from, for, or on behalf of the producer.**

To keep records concerning such cotton so that the accuracy of any reports or other records that may be required can be checked.

Retention period: <sup>3</sup> 1957 crop—until December 31, 1959, 7 CFR 722.1479 (retention: 722.1480); 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.139 (retention: 722.140).

6.12 Producers of extra long staple cotton marketed to persons not within the United States.

To keep copy of certificate showing name and address of buyer or transferee.

Retention period: \* 1957 crop—until December 31, 1959, 7 CFR 722.1482; 1958 and succeeding crops—until December 31 of second year following year in which cotton is planted, 7 CFR 722.142

6.13 Producers and producer-manufacturers of cigar-filler tobacco, cigar-filler and binder tobacco, and cigar-binder tobacco under marketing quota regulations.

To keep copies of specified reports on production and disposition of tobacco.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 723.752, 723.761; 1957-58 year—until September 30, 1960, 7 CFR 723.852, 723.861; 1958-59 year—until September 30, 1961, 7 CFR 723.952, 723.961

6.14 Buyers of cigar-filler tobacco, cigar-filler and binder tobacco, and cigar-binder tobacco under marketing quota regulations.

To keep records with respect to each sale of tobacco made by producer to buyer, and to furnish the name of the farm operator and the amount of each grade of tobacco obtained from the grading of tobacco from each farm; also to record other specified information and maintain records of sale and disposition of tobacco; and to keep copies of required reports.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 723.753, 723.754, 723.761; 1957-58 year—until September 30, 1960, 7 CFR 723.853, 723.854, 723.861; 1958-59 year—until September 30, 1961, 7 CFR 723.953, 723.954, 723.961

6.15 Truckers and persons engaged in sorting, stemming, packing, or otherwise processing cigar-filler tobacco, cigar-filler and binder tobacco, and cigar-binder tobacco.

To keep complete and detailed records containing specified information concerning each lot of tobacco received and copies of required reports.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 723.756, 723.761; 1957-58 year—until September 30, 1960, 7 CFR 723.856, 723.861; 1958-59 year—until September 30, 1961, 7 CFR 723.956, 723.961

6.16 Producers of burley, flue-cured, fire-cured, dark air-cured, and Virginia sun-cured tobacco.

To keep copies of reports with respect to disposition of tobacco marketed and (a) number of acres harvested, (b) total production, (c) amount on hand and its location, and (d) for each lot marketed, name and address of person to or through whom marketed, gross price, number of pounds marketed, and date of marketing.

\* As specified, or longer if requested by the Director, Cotton Division, CSS.

\* As specified, or longer if requested by the State administrative officer or the Director, Tobacco Division, CSS.

Retention period: \* 1956-57 marketing year—until June 30, 1959, for flue-cured tobacco and until September 30, 1959, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.752, 725.761; 1957-58 year—until June 30, 1960, for flue-cured tobacco and until September 30, 1960, for burley, fire-cured, dark air-cured and Virginia sun-cured tobacco, 7 CFR 725.852, 725.861; 1958-59 year—until June 30, 1961, for flue-cured tobacco and until September 30, 1961, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.952, 725.961

6.17 Warehousemen handling burley, flue-cured, fire-cured, dark air-cured, and Virginia sun-cured tobacco.

To keep records that will permit furnishing detailed information of all transactions.

Retention period: \* 1956-57 marketing year—until June 30, 1959, for flue-cured tobacco and until September 30, 1959, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.753, 725.761; 1957-58 year—until June 30, 1960, for flue-cured tobacco and until September 30, 1960, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.853, 725.861; 1958-59 year—until June 30, 1961, for flue-cured tobacco and until September 30, 1961, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.953, 725.961

6.18 Dealers handling burley, flue-cured, fire-cured, dark air-cured, and Virginia sun-cured tobacco.

To keep records that will permit furnishing detailed information of all transactions.

Retention period: \* 1956-57 marketing year—until June 30, 1959, for flue-cured tobacco and until September 30, 1959, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.754, 725.761; 1957-58 year—until June 30, 1960, for flue-cured tobacco and until September 30, 1960, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.854, 725.861; 1958-59 year—until June 30, 1961, for flue-cured tobacco and until September 30, 1961, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.954, 725.961

6.19 Truckers and persons redrying, prizing, or stemming burley, flue-cured, fire-cured, dark air-cured, and Virginia sun-cured tobacco.

To keep complete and detailed records containing specified information concerning each lot of tobacco received and copies of required reports.

Retention period: \* 1956-57 marketing year—until June 30, 1959, for flue-cured tobacco and until September 30, 1959, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.756, 725.761; 1957-58 year—until June 30, 1960, for flue-cured tobacco and until September 30, 1960, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.856, 725.861; 1958-59 year—until June 30, 1961, for

flue-cured tobacco and until September 30, 1961, for burley, fire-cured, dark air-cured, and Virginia sun-cured tobacco, 7 CFR 725.956, 725.961

6.20 Producers of Maryland tobacco.

To keep copies of reports with respect to acreage, production, and disposition of tobacco produced showing (a) number of fields and acres harvested, (b) total pounds produced, (c) amount on hand and its location, and (d) for each lot marketed, name and address of person through whom marketed, number of pounds marketed, gross price, and date of marketing.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 727.752, 727.761; 1957-58 year—until September 30, 1960, 7 CFR 727.852, 727.861; 1958-59 year—until September 30, 1961, 7 CFR 727.952, 727.961

6.21 Warehousemen handling Maryland tobacco.

To keep records that will permit furnishing detailed information on all transactions.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 727.753, 727.761; 1957-58 year—until September 30, 1960, 7 CFR 727.853 727.861; 1958-59 year—until September 30, 1961, 7 CFR 727.953, 727.961

6.22 Dealers handling Maryland tobacco.

To keep complete and detailed records showing all purchases and resales of tobacco made by or for the dealer, and resales of tobacco bought from crops produced prior to 1956 (for 1956-57 marketing year), prior to 1957 (for 1957-58 marketing year, and prior to 1958 (for 1958-59 marketing year); and to keep copies of required reports.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 727.754, 727.761; 1957-58 year—until September 30, 1960, 7 CFR 727.854, 727.861; 1958-59 year—until September 30, 1961, 7 CFR 727.954, 727.961

6.23 Truckers and persons redrying, prizing, or stemming Maryland tobacco.

To keep complete and detailed records containing specified information concerning each lot of tobacco received, and copies of required reports.

Retention period: \* 1956-57 marketing year—until September 30, 1959, 7 CFR 727.756, 727.761; 1957-58 year—until September 30, 1960, 7 CFR 727.859, 727.861; 1958-59 year—until September 30, 1961, 7 CFR 727.956, 727.961

6.24 Wheat producers, warehousemen, elevator operators, feeders, processors or transferees, and buyers.

To keep records of wheat transactions (as specified in the regulations).

Retention period: 2 calendar years beyond the calendar year in which the marketing year ends and indefinite. 1956 marketing year—7 CFR 728.687, 728.688, 728.691; 1957 year—7 CFR 728.787, 728.788, 728.791; 1958 and subsequent crop years—7 CFR 728.883, 728.884, 728.887

## RULES AND REGULATIONS

**6.25 Peanut producers.**

To keep copies of specified reports on disposition of peanuts produced and marketed.

Retention period: <sup>5</sup> 1956-57 marketing year—until July 31, 1959, 7 CFR 729.761, 729.767; 1957 and subsequent crops—3 years following end of pertinent marketing year, 7 CFR 729.857, 729.863, 729.1056, 729.1062

**6.26 Peanut buyers.**

To keep detailed records of peanuts marketed and sales memoranda with respect to farmers stock peanuts and shelled peanuts purchased from producers.

Retention period: <sup>5</sup> 1956-57 marketing year—until July 31, 1959, 7 CFR 729.762, 729.767; 1957 and subsequent crops—3 years following end of pertinent marketing year, 7 CFR 729.858, 729.863, 729.1057, 729.1062

**6.27 Peanut shellers.**

To maintain detailed records and keep copies of reports pertaining to the shelling of each lot of peanuts (including record of peanuts retained by the sheller) as specified in the regulations.

Retention period: <sup>5</sup> 1956-57 marketing year—until July 31, 1959, 7 CFR 729.763, 729.767; 1957 and subsequent crops—3 years following end of pertinent marketing year, 7 CFR 729.859, 729.863, 729.1058, 729.1062

**6.28 Rice producers, warehousemen, mill or elevator operators, other processors or transferees, and buyers.**

To keep records of rice transactions as prescribed.

Retention period: 2 calendar years beyond the calendar year in which the marketing year ends. 1956 crop—7 CFR 730.788, 730.789, 730.792; 1957 crop—7 CFR 730.888, 730.889, 730.892; 1958 and subsequent crop years—7 CFR 730.984, 730.985, 730.988

**IMPORT QUOTAS AND FAIR WAGE RATES UNDER THE SUGAR ACT****6.29 Importers or persons bringing sugar and liquid sugar into the continental United States from domestic offshore areas and foreign countries.**

To keep records of operations and transactions pertaining to sugar and liquid sugar including detailed information for each unit of sugar tested and for each processing facility.

Retention period: 2 years following end of calendar year in which sugar is imported or brought into the United States. 7 CFR 810.9

**6.30 Persons marketing sugar and liquid sugar produced from sugar beets and sugarcane grown in the continental United States and marketing sugar for consumption in Territory of Hawaii and in Puerto Rico.**

To keep records of processings, receipts, and marketings of sugar and liquid sugar.

<sup>5</sup> As specified, or longer if requested by the Director, Oils and Peanuts Division, CSS.

Retention period: 2 years following the end of the calendar year in which sugar is marketed. 7 CFR 816.8

**6.31 Persons importing sugar and liquid sugar into the continental United States (including importers, mainland refiners, allottees of offshore domestic sugar quotas, shipping companies, persons engaged in the movement of sugar in interstate and foreign commerce, and surety companies undertaking obligations with respect to imported sugar).**

To keep records of receipt, processing, and movement of sugar and liquid sugar and of tests, gallonages, and weights pertaining thereto.

Retention period: 2 years following end of calendar year in which sugar is imported or disposed of. 7 CFR 817.11

**6.32 Employers of Virgin Islands apprentice operators of mechanical loaders and tractors in the sugar industry.**

To keep a copy of the certificate of learner or apprentice issued by the St. Croix Municipal Wage Commissioner.

Retention period: Not specified. 7 CFR 868.7

**6.33 Employers of Virgin Islands handicapped workers in the sugar industry.**

To keep a copy of the certificate of individual worker impairment issued by the St. Croix Municipal Council Wage Commissioner.

Retention period: Not specified. 7 CFR 868.7

**7. Commodity Stabilization Service and Commodity Credit Corporation****7.1 Cooperative marketing associations of producers participating in the Rice Loan and Purchase programs.**

To maintain records of the total quantity of rough rice acquired by or delivered to the association from all sources, the quantity of eligible rice delivered by eligible producer members, and separate records of both eligible and ineligible rice.

Retention period: 1954 crop—at least until May 1, 1960, 6 CFR 421.577; 1955 crop—at least until May 1, 1961, 6 CFR 421.1337

**7.2 Cottonseed crushers participating in the 1954 Cottonseed Price Support program.**

To keep complete and detailed records as specified with respect to all purchases of cottonseed and other specified transactions.

Retention period: At least 2 years from the last date any of the products tendered by the crusher have been delivered. 6 CFR 443.1044

**7.3 Cooperative associations of producers participating in the Tung Nut Price Support program.**

To maintain detailed records as specified pertaining to quantities of tung nuts and tung nut oil obtained and processed.

Retention period: 1956 crop—until July 1, 1959, 6 CFR 443.1264; 1957 crop—until July 1, 1960, 6 CFR 443.1364

**7.4 Peanut shellers participating in the Peanut Price Support program.**

To keep accounts with respect to the production and purchase of No. 2 peanuts and farmers stock peanuts from which No. 2 peanuts were produced, including types, grades, and quantity, names and addresses of producers, and date and place received.

Retention period: 2 years after the last No. 2 peanuts are delivered to CCC. 6 CFR 446.729, 446.829, 446.929, 446.1032

**7.5 Mohair producers participating in the Payment Program for Mohair, and their marketing agencies.**

To maintain books, records, and accounts showing the marketing of mohair on which an application for payment is based.

Retention period: 1955 program, until April 1, 1959, 6 CFR 468.39; 1958 program, until April 1, 1962, 6 CFR 468.117

**7.6 Handlers participating in the 1954 Wool Price Support program.**

To keep authorization from pool manager to represent him and pool manager's assurance to comply with all requirements of the program.

Retention period: Not specified. 6 CFR 472.521

**7.7 Pool managers and member-associations participating in the 1954 Wool Price Support program.**

To keep agreements or other documents showing membership and authorization to handler.

Retention period: Not specified. 6 CFR 472.522

**7.8 Wool producers participating in the Incentive Payment Program for Shorn Wool, and their marketing agencies.**

To maintain books, records, and accounts showing: for the 1955 program—the marketing of wool on which application for payment is based; for the 1956, 1957, and 1958 programs—purchases of lambs on and after April 1, 1956, and marketing of wool (and/or lambs for the 1957 and 1958 programs) on which application is based.

Retention period: 1955 program—until April 1, 1959, 6 CFR 472.618; 1956 program—until April 1, 1960, 6 CFR 472.717; 1957 program—until April 1, 1961, 6 CFR 472.824; 1958 program—until April 1, 1962, 6 CFR 472.948

**7.9 Lamb and yearling producers participating in the Payment Program for Lambs and Yearlings (Pulled Wool), and persons furnishing evidence to an applicant to enable him to receive payment under the program.**

To maintain books, records, and accounts showing: for the 1955 program—the marketing and slaughtering of lambs and yearlings on which an application for payment is based; for the 1956 program—purchases of unshorn lambs on or after April 1, 1956, and marketing of unshorn lambs on which application for payment is based.

Retention period: 1955 program—until April 1, 1959, 6 CFR 472.666; 1956

program—until April 1, 1960, 6 CFR 472.764

7.10 Dealers selling designated surplus feed grains or approved mixed feed to farmers under the Emergency Feed Program.

To maintain books and records which will permit verification of all transactions with regard to farmer's purchase orders and dealer's certificates.

Retention period: 1956 program—until July 1, 1960, 6 CFR 475.33; 1957 and 1958 programs—at least 3 full years following exchange of the purchase order for dealer's certificate, 6 CFR 475.46, 475.61; or to be kept longer if requested by the Commodity Credit Corporation.

7.11 State agencies distributing feed grain under Disaster Relief programs.

To maintain records pertaining to the receipt and distribution of feed grain delivered by CCC.

Retention period: Until January 1, 1961. 6 CFR 476.108

7.12 Exporters participating in the Rice Export Program.

To maintain records showing milled rice or brown rice exported or to be exported in connection with program.

Retention period: 2 years after date of export. 6 CFR 481.138

7.13 Exporters participating in the Commodity Credit Corporation's wheat and wheat flour export payment programs under the International Wheat Agreement.

To keep accurate records showing sales and deliveries of wheat or flour exported or to be exported in connection with the programs.

Retention period: 2 years after date of export. 6 CFR 481.770, 483.177, 483.277

7.14 Cotton products and cotton exporters (and affiliates and subsidiaries) participating in the cotton export programs.

To keep books, records, accounts, and other documents and papers pertinent to any transaction under the program.

Retention period: At least 3 years after the date of last payment under any sales registration. 6 CFR 482.14, 482.112

7.15 Feed grain exporters participating in the Feed Grain Export Program.

To keep records, accounts, and other documents relating to transactions under the program.

Retention period: 2 years after date of export. 6 CFR 484.138

## 8. Farmers Home Administration

8.1 Farm ownership borrowers.

To maintain annual record book (Form FHA-195 "Farm Family Record Book").

Retention period: Until summarized and reflected in the Agency's official records. 6 CFR 337.1

8.2 Group services (a means by which two or more farmers may provide themselves with such services, equipment, and facilities which they could not otherwise obtain individually on an economically sound basis) financed in whole or part by FHA.

To maintain such records as are necessary to provide information on which to determine results of operation and to aid in future planning.

Retention period: Until summarized and reflected in the Agency's official records. 6 CFR 344.6

8.3 Renters of Farm Ownership farms.

To be encouraged to keep records of farming operations.

Retention period: Until summarized and reflected in the Agency's official records. 6 CFR 372.6

8.4 Watershed loan participants.

To maintain such accounts and records pertaining to transactions related to installation, operation, and maintenance as may be required by FHA.

Retention period: Not specified. 6 CFR 391.15

## 9. Federal Crop Insurance Corporation

9.1 Insured under Federal Crop Insurance Corporation.

To keep records of harvesting, storage, shipment, sale, or other disposition of all flax, corn, tobacco, wheat, cotton, multiple crops, dry edible beans, citrus, soybeans, barley, peaches, combined crops, grain sorghum, oats, and oranges produced on each insurance unit covered by the contract, and separate records showing the same information for production on any uninsured acreage in the county in which he has an interest.

Retention period: 2 years after time of loss. Through 1957 crop year (1958 crop year for multiple crops, peaches, and some wheat and barley contracts; 1959 crop year for citrus contracts), as follows: flax—7 CFR 415.10, sec. 27; corn—7 CFR 416.10, sec. 27; tobacco—7 CFR 417.8, sec. 19; wheat—7 CFR 418.6, sec. 18; cotton—7 CFR 419.7, sec. 18; multiple crops—7 CFR 420.8, sec. 17; dry edible beans—7 CFR 421.6, sec. 18; citrus—7 CFR 422.6, sec. 18; soybeans—7 CFR 423.6, sec. 17; barley—7 CFR 424.6, sec. 18; and peaches—7 CFR 425.6, sec. 18, 425.26, sec. 18. For 1958 and succeeding crop years for dry edible beans, cotton, corn, flax, oranges, peaches, soybeans, tobacco, and some barley and wheat contracts and for 1959 and succeeding crop years for combined crops, grain sorghum, and oats—7 CFR 401.11, sec. 19

## II. DEPARTMENT OF COMMERCE

### 1. Business and Defense Services Administration

1.1 Persons in the United States participating in transactions covered by BDSA Regulation 3.

To keep records of receipts and deliveries in sufficient detail to permit the deter-

mination, after audit, of compliance of each transaction with provisions of BDSA Regulation 3 (Operations of the Priorities and Allocations Systems between Canada and the United States).

Retention period: At least 3 years. 32A CFR Ch. VI, BDSA Reg. 3, sec. 7 (a)

1.2 Individuals, corporations, partnerships, associations, or any other organized groups of persons participating in any transaction covered by Defense Materials System Regulations 1 and 2.

To keep accurate and complete records of receipts and deliveries (including records of allotments received and made) in sufficient detail to permit the determination, after audit, whether each transaction complies with the provisions of DMS Reg. 1—Basic Rules of the Defense Materials System; and DMS Reg. 2—Construction under the Defense Materials System, as applicable.

Retention period: For at least 2 years. 32A CFR Ch. VI, DMS Reg. 1, sec. 25 (a) and (b); DMS Reg. 2, sec. 21 (a) and (b)

1.3 Individuals, corporations, partnerships, associations, or any other organized groups of persons participating in any transaction covered by BDSA Order M-107.

To keep accurate and complete records of receipts and deliveries in sufficient detail to permit the determination, after audit, whether each transaction complies with the provisions of BDSA Order M-107—Titanium Mill Products.

Retention period: For at least 2 years. 32A CFR Ch. VI, Order M-107, sec. 7 (a)

1.4 Individuals, corporations, partnerships, associations, or any other organized groups of persons participating in any transaction covered by BDSA (formerly NPA) Regulation 2 and BDSA (formerly NPA) Orders M-1A, M-5A, M-17, M-41, and M-43A.

To keep accurate and complete records of receipts, deliveries, inventories, production, and use, in sufficient detail to permit the determination, after audit, whether each transaction complies with the provisions of BDSA Reg. 2—Basic Rules of the Priorities System; BDSA Order M-1A—Iron and Steel; BDSA Order M-5A—Aluminum; BDSA Order M-17—Components or Parts; BDSA Order M-41—Metalworking Machines: Delivery; BDSA Order M-43A—Construction Machinery: Distribution, as applicable to such transaction.

Retention period: For at least 3 years. 32A CFR Ch. VI, BDSA Reg. 2, sec. 24 (a); Order M-1A, sec. 19 (a); Order M-5A, sec. 15 (a); Order M-17, sec. 8 (a); Order M-41, sec. 13 (a); Order M-43A, sec. 9 (a)

1.5 Individuals, corporations, partnerships, associations, or any other organized groups of persons participating in any transactions covered by BDSA (formerly NPA) Regulation 6—Transfer of Quotas and Ratings; Transfer of a Business as a Going Concern.

To keep accurate and complete records in sufficient detail to permit the deter-

## RULES AND REGULATIONS

nation, after audit, whether each such transaction complies with the provisions of that regulation.

Retention period: For at least 3 years. 32A CFR Ch. VI, BDSA Reg. 6, sec. 8(a)

**1.6 Persons participating in transactions covered by BDSA Order M-1B.**

To keep records of receipts and deliveries in sufficient detail to permit the determination, after audit, of compliance of each transaction with provisions of Order M-1B (Nickel Alloys).

Retention period: At least 3 years. 32A CFR Ch. VI, Order M-1B, sec. 13(a)

**1.7 Producers and distributors of copper controlled materials, producers of intermediate shapes, and users of copper raw materials. (BDSA Order M-11A—Copper and Copper Base Alloys).**

To keep accurate and complete records of purchases, receipts, inventories, production, use, sales and deliveries of copper controlled materials, intermediate shapes, and copper raw materials. Such records shall include, but shall not be limited to, all authorized controlled material orders, certified orders and directives received by such persons, and copies of all authorized controlled material orders, rated orders, and certified orders placed by such persons.

Retention period: At least 3 years. 32A CFR Ch. VI, Order M-11A, sec. 12(a)

**1.8 Individuals, corporations, partnerships, associations, or any other organized group of persons participating in any transaction covered by BDSA Order M-108—Argon.**

To keep accurate and complete records of such transactions, including all rated orders and directives received by such persons pertaining to argon, copies of all rated orders for argon placed by such persons, and records of all purchases, receipts, inventories, production, use, sales, and deliveries of argon. Records shall be in sufficient detail to permit the determination, after audit, whether each transaction complies with the provisions of Order M-108—Argon.

Retention period: At least 3 years after date of transaction. 32A CFR Ch. VI, Order M-108, sec. 6(a)

**2. Bureau of Foreign Commerce**

**2.1 Persons requesting Certificate of Eligibility to participate in the British Token Import Plan.**

To keep available for inspection documentary evidence supporting data supplied in Request for Certification.

Retention period: Not specified. 15 CFR 361.3

**2.2 Persons participating in the British Token Import Plan.**

To keep documents constituting evidence of an "accepted order" submitted in support of an application for Token Quota Vouchers.

Retention period: 3 years from the date of receipt by the Department of the application for Token Quota Vouchers covering accepted orders. 15 CFR 361.4

**2.3 Persons participating in the British Token Import Plan.**

To keep documents constituting evidence of an "accepted order" submitted in support of an application for Token Quota Vouchers to share in Token Quota Balances.

Retention period: 3 years from the date of receipt by the Department of the application for such Token Quota Vouchers covering accepted orders. 15 CFR 361.7

**2.4 Holders of U.S. Import Certificates selling or transferring commodities covered by such certificates.**

To secure and retain a written acceptance by the purchaser or transferee of all obligations imposed under the export regulations of the United States.

Retention period: 3 years. 15 CFR 368.1

**2.5 Executors of Import Certificates where resale or transfer of commodities covered by Import Certificate occurs before delivery.**

To secure and retain written acceptance by purchaser or transferee of obligation to provide delivery verification.

Retention period: 3 years. 15 CFR 368.1

**2.6 Exporters of surplus agricultural commodities.**

To obtain and keep available for inspection, upon demand, by the Bureau of Foreign Commerce, documents of acknowledgment from foreign purchasers and documents constituting evidence of the contract of purchase and sale.

Retention period: 3 years. 15 CFR 371.8

**2.7 Applicants for export licenses.**

To keep documents constituting evidence of an order and of facts relating to the purchase transaction as specified in section cited.

Retention period: 3 years from date of receipt of the application by the Bureau (as shown on the Acknowledgment Card, Form FC-116). 15 CFR 372.4

**2.8 Applicants for export licenses.**

To keep the originals of any copies of documents submitted in support of applications.

Retention period: 3 years from date of receipt of the license application by the Bureau (as shown on the Acknowledgment Card, Form FC-116). 15 CFR 372.9

**2.9 Applicants for a time limit license.**

To keep records of the documentary evidence of the prescribed relationship with each consignee.

Retention period: 3 years from the date of receipt of the application (as shown on the Acknowledgment Card, Form FC-116). 15 CFR 377.3

**2.10 Transferors and transferees of export licenses.**

To keep records of all documents evidencing the order covered by these licenses.

Retention period: 3 years from date of certification. 15 CFR 380.1

**Foreign Trade Zones Board**

**2.11 Grantees of foreign trade zones.**

To keep books, records, and accounts in the form and manner prescribed in "Uniform System of Accounts, Records and Reports," approved February 6, 1939.

Retention period: Not specified. 15 CFR 400.1002a

**3. Maritime Administration**

**3.1 General agents (shipping companies) or their subcontractors and berth agents.**

To keep books, records, documents and accounts (which shall be the property of the U.S.), relating to the activities, maintenance and business of vessels covered by or involving transactions related to Service Agreements as prescribed in AGE-1—General Agents, Agents and Berth Agents.

Retention period: Until completion of audit. 32A CFR Ch. XVIII, AGE-1, sec. 2(b), General Agents service agreement, Art. 3(g)(1) and Art. 14; Berth Agents service agreement, Art. 3(e)(1) and Art. 14

**3.2 Agents entering into service agreements.**

To keep separate sets of books of accounts to record the various transactions in connection with procedural rules for financial transactions under agency agreements.

Retention period: Until completion of audit. 32A CFR Ch. XVIII, FIS-1, sec. 1

**3.3 Agents entering into service agreements.**

To keep the originals of all documents, at his principal office, including authorizations, for facilities, services and supplies and complete tariffs and port schedules covering charges at domestic and foreign ports incident to the operation of the vessels assigned under the procedural rules for financial transactions under agency agreements.

Retention period: Until completion of audit. 32A CFR Ch. XVIII, FIS-1, secs. 9 and 12

**3.4 General agents.**

To prepare monthly invoices for compensation earned during preceding month under the applicable provisions of NSA Order No. 47 (AGE-4) and record in agency account books.

Retention period: Until completion of audit. 32A CFR Ch. XVIII, FIS-2, sec. 3(a)(1) and sec. 5

**3.5 General agents.**

To keep originals of statements or credit memoranda for return premiums for all vessels insured with Underwriters pursuant to INS-1—Maritime Protection and Indemnity Insurance Instructions Under General Agency and Berth Agency Agreements.

\*After audit by the General Accounting Office, the Maritime Administration will take custody of the records.

Retention period: Until completion of audit.<sup>6</sup> 32A CFR Ch. XVIII, INS-1, sec 7(b)

### 3.6 General agents.

To keep records to account, if required, for the purchase, delivery to the Master, receipts from sales, condemnations, transfers and all other transactions in connection with slop chests.

Retention period: Until completion of audit.<sup>6</sup> 32A CFR Ch. XVIII, OPR-1, sec 2(e)

### 3.7 Masters.

To keep records and logs disclosing receipts for the quantities of slop chest items delivered aboard ship.

Retention period: Until completion of audit.<sup>6</sup> 32A CFR Ch. XVIII, OPR-1, sec 3 (d) and (e)

### 3.8 General agents.

To keep a copy of each Job Order, Supplemental Job Order or Worksmalrep Contracts for the maintenance and repair of vessels when work awarded by General Agents.

Retention period: Until completion of audit.<sup>6</sup> 32A CFR Ch. XVIII, SRM-1, sec 3(a)(1)

### 3.9 General agents.

To keep records and supporting documents pertaining to repairs and equipment purchased for repairs to ships so that reports may be made to the Maritime Administration.

Retention period: Until completion of audit.<sup>6</sup> 32A CFR Ch. XVIII SRM-2, sec. 4; SMR-3, sec. 3(d); SRM-4, sec. 2; SRM-5, sec. 3(a) and sec. 19

### 3.10 Charters of Government-owned dry-cargo vessels.

To keep books, records, and accounts required under Clause 37(1), Part II, of Form 705 charter; section 705 of the Merchant Marine Act, 1956.

Retention period: 3 years after a release or final settlements is completed between the Maritime Administration and the charterer. 46 CFR 221.13

### 3.11 Operators of vessels newly constructed under Federal Maritime Board ship construction contracts, containing guarantee clauses.

To keep records, including log extracts of all deficiencies, defects, weaknesses, etc., found in the ship while in the operator's custody and operation, and, if possible, the causes thereof; and maintain 12 complete sets of records of the items deemed to be the builder's responsibility, including the initial report of the deficiency, specifications, itemized costs, and completion certificates for all such work awarded during the guarantee period, and, if possible, the cause of the deficiencies and all related correspondence for use at the time of the Final Guarantee Survey.

Retention period: 3 years after date of the final guarantee survey. 46 CFR 247.4

<sup>6</sup> After audit by the General Accounting Office, the Maritime Administration will take custody of the records.

### 3.12 Operators of operating-differential subsidized vessels.

To keep copy of Form MA-140, Summary report on voyage repairs.

Retention period: 2 years after final release or settlement agreement is completed between the Federal Maritime Board/Maritime Administration and the operator. 46 CFR 272.7

### 3.13 Operating-differential subsidy contractors, and such affiliates, domestic agents, subsidiaries, or holding companies connected with, or directly or indirectly controlling or controlled by, such contractors.

To keep its books, records, and accounts, as the Maritime Administration shall require, relating to the maintenance, operation, and servicing of the vessels, services, routes, and lines.

Retention period: 2 years after final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the contractor. 46 CFR 282.00, 282.01, 292.3

### 3.14 Operating-differential subsidy contractors.

To keep records supporting entries to notes and accounts receivable from officers and employees and subsidiary accounts.

Retention period: 2 years after final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the contractor. 46 CFR 282.364.

### 3.15 Contractors and subcontractors.

To keep accounts, books, documents, memoranda, minutes and records of every kind involving cost of performing a contract or subcontract subject to inspection and audit by the Administration.

Retention period: 2 years after the final determination and acceptance of payment by the Maritime Administration. 46 CFR 285.5.

### 3.16 Contractors and subcontractors.

To keep books and records in such manner that a proper determination of profit can be made therefrom.

Retention period: 2 years after the contractor or subcontractor has made payment of excess profits as determined by the Maritime Administration. 46 CFR 285.35.

### 3.17 Operators of operating-differential subsidy agreements and depositories.

To keep certified copies of resolutions authorizing the establishment of special and construction reserve funds involved.

Retention period: 2 years after final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the operator. 46 CFR 286.2, 287.6

### 3.18 Taxpayers establishing construction reserve funds.

To keep such records as the Commissioner of Internal Revenue or the Maritime Administration may require.

Retention period: 6 months after the termination or closing out of the reserve fund. 46 CFR 287.24

### 3.19 Operators of operating-differential subsidy agreements.

To keep all working papers (irrespective of by whom prepared) in support of the various statements comprising annual and final accountings.

Retention period: Until a final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the operator. 46 CFR 292.8

### 3.20 Citizen applicants to purchase or charter a war-built vessel.

To keep books, records, and accounts available for examination as deemed necessary by the Maritime Commission to verify financial statements submitted.

Retention period: Not specified. 46 CFR 299.8

### 3.21 Purchasers of war-built vessels.

To keep books, records and accounts available for examination and audit as may be required by the Maritime Administration.

Retention period: Until a final release or settlement agreement is completed between the Maritime Administration and the purchaser. 46 CFR 299.21

### 3.22 Charterers of war-built vessels.

To keep books, records and accounts relating to the vessel in such form as the Maritime Administration may prescribe available for examination and audit.

Retention period: 2 years after final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the charterer. 46 CFR 299.31

### 3.23 Charterers of war-built vessels, Government-owned dry-cargo vessels, and war-built dry-cargo vessels.

To keep books, records and accounts relating to the management, operations, conduct of the business of and maintenance of the vessels covered by the agreement in accordance with the "Uniform System of Accounts" and under such regulations as may be prescribed by the owner: *Provided*, That if the Charterer is subject to the jurisdiction of the Interstate Commerce Commission, the Administration will not require the duplication of books, records and accounts required to be kept in some other form by the Interstate Commerce Commission.

Retention period: 2 years after final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the charterer. 46 CFR 299.39, 299.130, 299.202

### 3.24 Charterers of war-built vessels.

To keep cost records or other sound accounting evidence for purpose of supporting claims, if any, for post-redelivery overhead expenses.

Retention period: 2 years after final release or settlement agreement is completed between the Maritime Administration/Federal Maritime Board and the charterer. 46 CFR 299.48, 299.52, 299.53

## RULES AND REGULATIONS

**3.25 Underwriting agents under war risk insurance program for hull, P & I and second seamen.**

To keep a full and complete record of all applications, binders and policies, and also record all premiums, charges or deposits required by the terms of the binders of policies; and books, records and accounts covering the operations and activities under the Underwriting Agency Agreement, which shall be the property of the United States represented by the Secretary of Commerce.

Retention period: Until a release is granted by the Maritime Administration, at which time the Maritime Administration will take custody of the records. 46 CFR 308.7

**3.26 Those assured under war risk cargo insurance program.**

To keep records in such form and manner that all information available to the assured as to the amounts at risk and the amounts of losses incurred and premiums due can be readily ascertained therefrom by the Maritime Administrator.

Retention period: Until a release is granted by the Maritime Administration, at which time the Maritime Administration will take custody of the records. 46 CFR 308.517

**3.27 Underwriting agents under war risk cargo insurance program.**

To keep a full and complete record of all applications, binders, and policies, and also record all premiums, charges, collateral deposit funds and surety bonds required by the terms of the binders and policies; and books, records and accounts covering the operations and activities under the Underwriting Agency Agreement, which shall be the property of the United States represented by the Maritime Administrator.

Retention period: Until a release is granted by the Maritime Administration, at which time the Maritime Administration will take custody of the records. 46 CFR 308.548

**3.28 State marine academies.**

To keep records pertaining to academies, officers, instructors, crew cadets, training ships and shore bases, and daily logs of absences, with or without leave, hospitalizations, disenrollments and other analogous data.

Retention period: Personnel records—60 years from date of enrollment; all other records—12 years after final audit. 46 CFR 310.3

**4. Bureau of Public Roads**

**4.1 State highway departments or their agents.**

To keep records and all supporting documents pertaining to the cost of construction, inspection, tests, and maintenance of Federal-aid highway projects.

Retention period: 3 years after payment of final voucher. 23 CFR 1.19

**5. Under Secretary of Commerce for Transportation**

**5.1 Ship and aircraft owners, masters, officers, employees and agents participating in transportation.**

To retain records of voyages and/or shipments in sufficient detail to permit

an audit to determine if the provisions of orders T-1 (Shipping restrictions; Sub Group A, Hong Kong and Macao) and T-2 (Shipping restrictions; Communist China, North Korea, and the Communist-controlled area of Viet-Nam) have been carried out. No changes in the records customarily maintained are required provided such records supply an adequate basis for audit. Records may be retained in microfilm or other photographic copies instead of the originals.

Retention period: At least 2 years. 32A CFR Ch. VII, T-1, sec. 4; T-2, sec 5

**III. DEPARTMENT OF DEFENSE**

**1. Office of the Secretary of Defense (Departments of Army, Navy, Air Force)**

**1.1 Contractors with negotiated fixed price supply contracts and purchase orders in excess of \$1,000.**

A standard "Examination of Records" clause is provided. Must agree to retain and make available to the Comptroller General of the United States or his duly authorized representatives any directly pertinent books, documents, papers, and records involving transactions related to the contract. Must further agree to insert a similar clause in each subcontract under this type of prime contract.

Retention period: 3 years after final payment under the prime contract. 32 CFR 7.104-15. ASPR 7-104.15

**1.2 Subcontractors with contracts or purchase orders in excess of \$1,000 (excluding subcontracts or purchase orders for public utility services at rates established for uniform applicability to the general public) under negotiated fixed price supply contracts and purchase orders in excess of \$1,000.**

Must agree that the Comptroller General of the United States or his duly authorized representatives shall have access to and the right to examine any directly pertinent books, documents, papers, and records involving transactions related to the subcontract.

Retention period: 3 years after final payment under the subcontract. 32 CFR 7.104-15. ASPR 7-104.15

**1.3 Contractors with fixed-price incentive supply contracts.**

Shall maintain books, records, documents, and other evidence sufficient to reflect all direct and indirect costs claimed to have been incurred and anticipated to be incurred for the performance of the contract. Also, shall require each subcontractor to insert a similar requirement in all its subcontracts which are on other than a fixed-price basis.

Retention period: 3 years after final payment under the contract. 32 CFR 7.108 (retention: 7.104-15). ASPR 7-108(e)

**1.4 Subcontractors with contracts under fixed-price incentive supply contracts.**

Shall maintain books, records, documents, and other evidence sufficient to reflect all direct and indirect costs claimed to have been incurred and anticipated to be incurred in the performance of the subcontract.

Retention period: 3 years after final payment under the subcontract. 32 CFR 7.108 (retention: 7.104-15). ASPR 7-108(e)

**1.5 Contractors with cost reimbursement type supply contracts.**

A standard "Records" clause is provided. Must agree to maintain books, records, documents and other evidence pertaining to the expenses for which reimbursement is claimed under the contract and to make them available to any authorized representatives of the Military Departments or the Comptroller General of the United States. Must insert a similar requirement in each cost, cost-plus-fixed-fee, time-and-material, or labor-hour subcontract under his cost reimbursement type prime contract.

Retention period: 6 years after date of "completion" voucher or invoice or until settlement of litigation, whichever is longer. 32 CFR 7.203-7. ASPR 7-203.7

**1.6 Subcontractors with contracts of a cost, cost-plus-fixed-fee, time-and-material, or labor-hour type under cost reimbursement type prime supply contracts.**

Must agree to maintain books, records, documents, and other evidence pertaining to the expenses for which reimbursement is claimed under the subcontract and to make them available to any authorized representatives of the Military Departments or the Comptroller General of the United States.

Retention period: 6 years after date of "completion" voucher or invoice or until settlement of litigation, whichever is longer. 32 CFR 7.203-7. ASPR 7-203.7

**1.7 Subcontractors whose contracts are other than cost, cost-plus-fixed-fee, time-and-material, or labor-hour contracts under cost reimbursement type prime supply contracts.**

Must agree to retain and make available to the Comptroller General of the United States or the Military Departments, or their duly authorized representatives, any directly pertinent books, documents, papers and records involving transactions related to the contract.

Retention period: 3 years after final payment under the subcontract. 32 CFR 7.203-7. ASPR 7-203.7

**1.8 Contractors with fixed price contracts in excess of \$1,000 for supplies or experimental, developmental or research work other than (a) construction, alterations or repair of buildings, bridges, roads, or other kinds of real property or (b) experimental, developmental or research work with educational or nonprofit institutions when no profit is contemplated.**

Unless otherwise provided for in his contract, or by applicable statute, the contractor in the standard Termination Clause of his contract must agree to preserve and make available to the Government without direct charge to the Government all his books, records, documents and other evidence bearing on the cost and expenses of the contractor under the contract and relating to work

terminated (may be kept in microfilm or other photographic form to the extent approved by the contracting officer).

Retention period: 6 years after final settlement. 32 CFR 8.701. ASPR 8-701

1.9 Contractors with cost-type contracts for supplies and experimental, developmental or research work other than (a) construction, alterations or repair of buildings, bridges, roads, or other kinds of real property or (b) experimental, developmental or research work with educational or non-profit institutions.

Unless otherwise provided for in his contract, or by applicable statute, the contractor in the standard Termination Clause of his contract must agree to preserve and make available to the Government without direct charge to the Government all his books, records, documents and other evidence bearing on the cost and expenses of the contractor under the contract and relating to work terminated (may be kept in microfilm or other photographic form to the extent approved by the contracting officer).

Retention period: 6 years after final settlement. 32 CFR 8.702. ASPR 8-702

1.10 Contractors with fixed price construction contracts amounting to more than \$1,000 (or \$5,000 in certain cases).

Unless otherwise provided for in his contract, or by applicable statute, the contractor in the standard Termination Clause of his contract must agree to preserve and make available to the Government, without direct charge to the Government, all his books, records, documents and other evidence bearing on the cost and expenses of the contractor under the contract and relating to work terminated (may be kept in microfilm or other photographic form to the extent approved by the contracting officer).

Retention period: 6 years after final settlement. 32 CFR 8.703. ASPR 8-703

1.11 Subcontractors with fixed price subcontracts.

The standard Termination Clause suggested for use in fixed price subcontracts contains the provision that the subcontractor agrees to preserve and make available to the Government, without direct charge to the Government, all his books, records, documents, and other evidence bearing on the cost and expenses of the contractor under the contract and relating to work terminated (may be kept in microfilm or other photographic form to the extent approved by the contracting officer).

Retention period: 6 years after final settlement. 32 CFR 8.706. ASPR 8-706

1.12 Contractors with construction contracts in excess of \$2,000 (for work in continental United States, Alaska, and Hawaii).

To keep payroll records showing name and address of each employee, classification, rate of pay, daily and weekly number of hours worked, deductions from pay and actual pay received.

Retention period: 3 years after contract work completed. 32 CFR 12.403-1. ASPR 12-403.1(4)

1.13 Contractors with Army, Navy, Air Force.

To keep control records for Government property, whether furnished to or acquired by a contractor for the account of the Government, to be designated and used as official contract records by the Government, whenever possible. Records and procedures shall be reviewed and approved by the Contract Administrator; status of records should be readily ascertained; consolidated property records may be maintained. Property records shall show a unit price, determined by the Government, and property amount number for each item (summary stock records may be maintained in lieu of individual property records for items of plant equipment having a value of less than \$500 each when designated by the contract administrator in accordance with departmental procedures). Records include those of material, special tooling, plant equipment, real property, and scrap. (Specific information given in Code.)

Retention period: Not specified. 32 CFR 30.2, paragraphs 301 and 304; 32 CFR 30.3, paragraphs 207 and 210. (Various regulations of the Army, Navy, and Air Force repeat these requirements as they relate to particular types of contracts.)

1.14 Banks holding in special accounts advance payments to contractors under the terms of the Armed Services Procurement Act of 1947.

To keep books and records, memoranda, checks, correspondence or documents pertaining to the account.

Retention period: 6 years after closing of the account. 32 CFR 82.48-1

1.15 Contractors receiving advance payments secured by lien on supplies and property covered by contract.

To keep adequate accounting control over such property on its books and records.

Retention period: Not specified (implication is that records need not be kept after lien is satisfied). 32 CFR 82.48-2

1.16 Contractors supplying military and Federal specification items.

To keep records of examination and tests performed.

Retention period: As specified in contract. 32 CFR 154.3

## 2. Department of the Air Force

2.1 Contractors with facilities contracts (except short-form).

(a) Shall maintain property control records, a system of physical inventory, and a system of identification of the facilities.

(b) Must agree to maintain books, records, documents, and other evidence pertaining to the costs and expenses of the contract and the use charges payable thereunder and to make them available to any authorized representative of the Department or the Comptroller General of the United States.

Must agree further to insert a similar requirement in each subcontract which is on a cost, cost-plus-fixed-fee, time-and-material, or labor-hour basis under the prime contract.

(c) For construction work as defined in "Labor Standards for Construction Work" clause, must maintain payroll records for laborers and mechanics and make the records available for inspection by authorized representatives of the Contracting Officer and the Department of Labor.

Retention period: Records specified in (a) and (b), above, 6 years after "completion" voucher or invoice or until settlement of any litigation, whichever is longer, 32 CFR 1007.2703-2, 1007.2703-9; records in (c), 3 years after completion of the work, 32 CFR 1007.2704-1

2.2 Contractors with contracts relating to Air Force equipment upon which work is to be performed.

Shall maintain property control records of Air Force equipment furnished for repair or modification.

Retention period: Not specified. 32 CFR 1007.4051

2.3 Contractors with fixed-type maintenance, overhaul, and modification contracts.

Shall maintain records of all inspection work and to make them available to the Government.

Retention period: During performance of contract and for such longer period as may be specified in the contract. 32 CFR 1007.4503-3

## 3. Department of the Army

3.1 Reclamation Board, State of California, as operating agency for the Big Dry Creek Reservoir and Diversions, Fresno County Stream Group.

To keep a continuous record of Big Dry Creek Reservoir stage, including specified inflow, release, diversion, flow, and such other operational data as shall be deemed necessary by the operating agency or as shall be requested by the District Engineer, Corps of Engineers, Department of the Army, in charge of the locality.

Retention period: Not specified. 33 CFR 208.83

3.2 Owners of private interstate toll bridges.

To keep records relating to construction, financing, and promotion of such bridge.

Retention period: At least 3 years after completion of bridge. 33 U.S.C. 528

3.3 States or municipalities or other political subdivisions or public agencies thereof taking over or acquiring or constructing an interstate toll bridge.

To keep an accurate record of the amount paid for acquiring the bridge and its approaches, the actual expenditures for maintaining, repairing, and operating same, and of the daily tolls collected.

Retention period: Not specified. 33 U.S.C. 529

## RULES AND REGULATIONS

## IV. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

## 1. Office of Education

1.1 Local educational agencies in areas affected by Federal activities receiving Federal grants for construction of minimum school facilities.

To keep all records supporting claims for Federal grants.

Retention period: Until completion of fiscal audit and/or administrative reviews which are conducted regularly by Federal agencies or for 3 years following fiscal year to which claim relates, whichever is later, subject to certain exceptions therein. 45 CFR 111.30, 112.30, 114.30

1.2 Local educational agencies in areas affected by Federal activities receiving Federal grants for financial assistance for current expenditures.

To keep all records supporting claims for Federal grants.

Retention period: Until completion of fiscal audit and/or administrative reviews which are conducted regularly by Federal agencies or for 3 years following fiscal year to which claim relates, whichever is later, subject to certain exceptions therein. 45 CFR 113.70

1.3 State and local agencies receiving grants for vocational education in agriculture, distributive occupations, home economics, and trades and industries, including the fishing trades and industry, and practical nurse training under the Smith-Hughes Act and the George-Barden Act.

To keep records supporting claims for Federal grants or relating to the accountability of the grantee for expenditures of Federal grants and matching funds.

Retention period: Until notified of the completion of the program reviews and of the fiscal audit covering the records. Records supporting accountability for non-consumable equipment purchased under the program (whether from Federal or matching funds) and costing \$10 or more shall be kept until notification of the completion of the review and audit covering the disposition of such equipment. 45 CFR 102.24, 103.2

1.4 State and local agencies participating in the library services program under the Library Services Act.

To keep such accounts and supporting documents as will permit an accurate and expeditious audit of the program at any time.

Retention period: Until completion of fiscal audit or for 3 years, whichever is later. 45 CFR 130.6

## 2. Food and Drug Administration

2.1 Persons introducing shipment or delivery of unlabeled food into interstate commerce and operators of establishments processing, labeling, and repacking.

To keep food shipped interstate unlabeled for processing, labeling, or repacking at establishment not operated by same person where originally processed or packed. Such person and such operator to keep written agreement con-

taining such specifications as will insure that such food will not be adulterated or misbranded upon completion of such processing, labeling, or repacking.

Retention period: 2 years after final shipment or delivery of such food from such establishment. 21 CFR 1.13

2.2 Persons introducing shipment or delivery of unlabeled drugs and devices into interstate commerce and operators of establishments processing, labeling, and repacking.

To keep drugs and devices shipped interstate unlabeled for processing, labeling, or repacking at establishment not operated by same person where originally processed or packed. Such person and such operator to keep written agreement containing such specifications as will insure that such drug or device will not be adulterated or misbranded upon completion of such processing, labeling, or repacking.

Retention period: 2 years after final shipment or delivery of such drugs or devices from such establishments. 21 CFR 1.107

2.3 Persons introducing shipment or delivery of unlabeled cosmetics into interstate commerce and operators of establishments processing, labeling, and repacking.

To keep cosmetics shipped interstate unlabeled for processing, labeling, or repacking at establishment not operated by same person where originally processed or packed. Such person and such operator to keep a written agreement containing such specifications as will insure that such cosmetic will not be adulterated or misbranded upon completion of such processing, labeling or repacking.

Retention period: 2 years after final shipment or delivery of such cosmetics from such establishments. 21 CFR 1.204

2.4 Coal-tar color distributors or manufacturers to whom certificates have been issued by the Food and Drug Administration.

To keep complete records of disposal of all coal-tar color from the batch covered by each certificate.

Retention period: At least 2 years after disposal of all such color. 21 CFR 9.12

2.5 Packers of processed shrimp and canned oysters operating under the seafood inspection service.

To keep shipping records covering shipments from each lot of inspected seafood.

Retention period: At least 2 years. 21 CFR 85.9, 85.24

2.6 New drug distributors and importers for investigational use.

To keep statement by expert that drug will be used with proper facilities by or under him for investigation and complete records of shipments and deliveries.

Retention period: 2 years—(a) after a new-drug application becomes effective (b) after shipment and delivery of drugs for investigational use is discontinued, if an application does not become effective, or (c) after disposition (by importer) of all lots of drugs to which such statements and records relate, whichever retention requirement is applicable. 21 CFR 130.3

2.7 Antibiotic and antibiotic-containing drug distributors to whom certifications have been issued by the Food and Drug Administration.

To keep complete records of shipments and deliveries.

Retention period: 3 years (photostatic or other permanent records may be used as substitutes after the first 2 years, 21 CFR 146.1). 21 CFR 146.5, 146.18-146.23

2.8 Insulin distributors to whom certifications have been issued by the Food and Drug Administration.

To keep records of shipments and deliveries.

Retention period: 2 years after disposal of all the batch covered by a certificate. 21 CFR 164.8

2.9 Dairy farms and plants at which any milk or cream is pasteurized for shipment or transportation into the United States.

To keep all thermograph charts.

Retention period: For 2 years unless within that period examined and released by authorized agent of Secretary. 21 CFR 290.17

## 3. Public Health Service

3.1 State health authorities and cooperating agencies using grant funds for training under section 314 of the Public Health Service Act.

To maintain records of authorized personnel training for health work under Federal grants provided under section 314 of the Public Health Service Act for purpose of audit for compliance with Public Health Service standards, and have accessible the available records, documents, and information pertinent to the audit of activities and programs described in the plan of the cooperating agency.

Retention period: Not specified. 42 CFR 51.11, 51.15

3.2 State health authorities and cooperating agencies using grant funds for training under section 314 of the Public Health Service Act.

To maintain a separate and distinct fund account for each Public Health Service grant authorized under section 314 of the Public Health Service Act.

<sup>7</sup> All records supporting claims for Federal grants, or relating to the accountability of the State or other grantee agency for expenditures of Federal grants—and, where required, of matching funds—must be kept intact until the completion of the fiscal audit and/or such other reviews, as are regularly conducted by the Federal agencies, or for three years, whichever is later. The records involved in any claims or expenditures which have been questioned should be further maintained until necessary adjustments have been made and the adjustments have been reviewed and cleared by the Federal agencies. The Department of Health, Education, and Welfare does not require that records be maintained beyond this period unless, under special circumstances, the grantee agency is specifically advised that certain record materials should be retained until specific questions are settled. It is recognized that a State or locality, by law or regulation, may make additional requirements. (PHS-CB Health Grants Manual—Part 17-1.8C)

Retention period: Not specified. 42 CFR 51.13

**3.3 Applicants receiving Federal funds for hospital and medical facilities survey and construction projects.**

Applicants and contractors to maintain payroll records and kickback statements for all laborers and mechanics working at the site.

Retention period: 3 years after completion of the contract. 42 CFR 53.127

**3.4 Applicants receiving Federal funds for hospital and medical facilities survey and construction projects.**

To be required by the State agencies to establish and maintain adequate accounting and fiscal records reflecting the receipt and expenditure of funds allotted and paid for construction of hospitals and medical facilities under the Public Health Service Act.

Retention period: Not specified. 42 CFR 53.129

**3.5 State agencies receiving Federal funds for hospital and medical facilities survey and construction projects.**

To maintain accounts of all Federal and State funds allotted for construction projects reflecting the funds allotted, encumbered, and unencumbered balances, including separate fund accounts for identifying the Federal and State funds.

Retention period: Not specified. 42 CFR 53.129

**3.6 State agencies receiving Federal funds for applicants for construction project grants or, for the State itself, as an applicant.**

To keep adequate records of accounts and fiscal controls to assure proper accounting of all funds received and disbursed, including similar suitable accounts to show the receipt and disbursement of State, local or other funds used for matching purposes.

Retention period: Not specified. 42 CFR 53.129

**3.7 Institutions receiving grants for construction of research facilities.**

To maintain such fiscal or other records and furnish such progress or other reports relating to the construction as may be directed by the Surgeon General.

Retention period: Not specified. 42 CFR 57.8

**3.8 Institutions receiving Federal grants for National Institutes of Health training.**

To make available for audit or other reasonable inspection the fiscal and other records of the institution relating to the training for which a grant is awarded.

Retention period: Not specified. 42 CFR 64.4

**3.9 Licensed domestic and foreign manufacturing establishments of biologic products or trivalent organic arsenicals.**

To keep records, with dates of the various steps in the manufacture, testing, disposition, and distribution of each lot; complete records of recall from distribution; sterilization records, including date, duration and temperature of each sterilization; animal necropsy records; records clearly indicating degree of responsibility for establishments participating in manufacture, and reference samples of each lot.

*Representatives of licensed foreign establishments distributing biologic products or trivalent organic arsenicals into any State or possession of the United States. To keep such records of distribution as are required of domestic licensed establishments.*

Retention period: For production, testing, disposition, and distribution, an interval beyond the expiration date sufficient to permit the return of any clinical report of unfavorable reaction with a minimum of 6 months and a maximum of 5 years considered adequate; for distribution records, in any event, as long as the lot remains the property of the manufacturer. 42 CFR 73.21, 73.36

**3.10 Licensed manufacturing establishments processing whole blood (human).**

To maintain records of all aspects of the processing.

Retention period: Not specified. 42 CFR 73.304

**4. Social Security Administration**

**Bureau of Federal Credit Unions**

**4.1 Treasurers of Federal Credit Unions.**

To keep copies of the Supervision Fee Certificates.

Retention period: Permanent. 45 CFR 301.6

**4.2 Federal Credit Unions.**

To keep accounting records as prescribed in 45 CFR 301.14.

Retention period: Not specified. 45 CFR 301.14

**4.3 Federal Credit Unions voluntarily liquidated.**

To keep settled passbooks of members along with the books and records of the credit unions as are necessary to establish that creditors were paid and that members' shareholdings were equitably distributed.

Retention period: 5 years following date of cancellation of the Charter. 45 CFR 310.11, 310.13

**4.4 Federal Credit Unions liquidated.**

All records of the liquidated credit union necessary to establish that creditors were paid and that members' shareholdings were equitably distributed shall be retained by a custodian appointed by the board of directors of said Federal credit union.

Retention period: 5 years following the date of cancellation of the charter. 45 CFR 310.13

**Bureau of Old-Age and Survivors Insurance**

**4.5 States under agreement for special coverage of State and local government employees.**

To keep or cause to be kept (by political subdivisions thereof) accurate records of all remuneration paid employees in coverage groups, containing data

relating to employee identification, payments made, withholdings and collections, and details of adjustment or settlement, necessary explanations, a complete and detailed record respecting any contribution or interest against which a refund or credit is claimed, and, as a part of these records, copies or returns, reports, schedules, and statements required to be kept under these regulations or by instructions applicable to any form prescribed thereunder.

Retention period: For records relating to claims, at least 4 years after claim is filed; for others, at least 4 years after due date or date of payment of related contribution, whichever is later. 20 CFR 404.1254, 404.1256

**V. DEPARTMENT OF THE INTERIOR**

**1. Office of the Secretary**

**1.1 Permittees filming motion pictures on any area under the jurisdiction of the Department of the Interior.**

To furnish upon request for administrative use a print of the film footage taken pursuant to the permission granted.

Retention period: 3 years from date permission is granted. 43 CFR 5.1

**2. Alaska Game Commission**

**2.1 Persons selling or otherwise disposing of designated poisons.**

To keep a record in a special book, showing name and address of persons purchasing or otherwise procuring said poisons, and the kind and amount thereof, as required by Section 8 of the Alaska Game Law.

Retention period: Not specified. 50 CFR 162.1

**2.2 Persons selling strichnine or other poison designated by the Commission.**

To keep a record showing name and address of purchaser, kind and amount sold.

Retention period: Not specified. 48 U.S.C. 197

**3. Fish and Wildlife Service**

**3.1 Operators of commercial picking establishments, cold storage or locker plants receiving, possessing, or having custody of migratory game birds.**

To maintain accurate records showing the numbers and kinds of such birds, dates received and disposed of, and the names and addresses of the persons from whom received and to whom delivered.

Retention period: 1 year following the close of the open season on migratory game birds. 50 CFR 6.9

**3.2 Persons exercising privileges under permits granted under Migratory Bird Treaty Act regulations.**

To keep records and make reports as specified in the permits issued by the Fish and Wildlife Service for the importation, taking, sale, purchase, or other acquisition, and possession of live migratory birds and their eggs for propagating purposes; for the importation, taking, sale, purchase, or other acquisition

\* See Accounting Manual for Federal Credit Unions (October 1954), pp. 109-111.

## RULES AND REGULATIONS

tion, and possession of migratory birds and their eggs, nests or parts for scientific and other limited purposes; for the disposition and transportation of such birds, eggs, nests, parts and their increase; and for the mounting or other preparation by a taxidermist of such birds, eggs, or nests.

Retention period: 6 months following the date on which necessary reports are submitted. 50 CFR 6.15 (retention: 6.23)

**3.3 Persons exercising privileges under permits to kill, frighten, or herd migratory birds injuring crops.**

To keep an accurate record of all migratory birds killed and submit a report stating the species and number of migratory birds killed by the permittee.

Retention period: 6 months following the date on which necessary reports are submitted. 50 CFR 6.61 (retention: 6.23)

**3.4 California State Agricultural Commissioner authorized to kill or to have killed certain birds economically injurious.**

To keep a record of the persons authorized by him to kill such birds and of the number of birds killed by each person so authorized, as well as by himself, and to make a report thereof.

Retention period: 6 months following the date on which necessary reports are submitted. 50 CFR 6.63 (retention: 6.23)

**3.5 Persons authorized to kill depredating purple gallinules in Louisiana.**

To maintain record of the number of birds killed by him and submit a report thereon.

Retention period: 6 months following the date on which necessary reports are submitted. 50 CFR 6.64 (retention: 6.23)

**3.6 State fish and game departments conducting wildlife restoration projects with Federal aid.**

To keep or direct the keeping of separate project records of cost of lands acquired, improvements, construction, overhead and maintenance done by or on behalf of the State.

Retention period: 3 years following notification of acceptability of project claims and accomplishments. 50 CFR 41.50, 41.54

**3.7 Alaska fur dealers, mission stores and cooperative stores operated exclusively by and for native Indians and Eskimos.**

To keep records showing the number of each kind of furs purchased or procured, from whom purchased and to whom sold, date of purchase or sale, name and license number of trapper.

Retention period: 6 months after submittal of reports. 50 CFR 46.32 (retention: 46.34)

**3.8 Hunters and trappers in Alaska.**

To keep records showing the kind and number of each species of animal or bird taken in Alaska.

Retention period: 6 months after submittal of reports. 50 CFR 46.33 (retention: 46.34)

**3.9 Persons engaging in commercial-fishing operations in Alaska.**

To maintain accurate records showing numbers of each species of trout taken, dates taken, and names and addresses of persons to whom sold.

Retention period: 6 months following the close of the commercial-fishing season. 50 CFR 46.121

**3.10 Persons issued permits to take, possess, transport, buy, or sell game animals, fur animals, game birds, nongame birds, and nests or eggs of birds and game fishes in Alaska.**

To keep records required for the purpose of making reports pursuant to the provisions of any permit and to submit a report thereof.

Retention period: 6 months following the date on which necessary reports are submitted. 50 CFR 46.164

**3.11 Buyers or processors of fish or shellfish operating in Alaska.**

To (a) file notice of intention to operate, listing extent, nature, and location of operation; (b) report individual receipts of fish and allied data; (c) submit report of operations at the close of the season on statistical forms; and (d) report, for statistical purposes, immediately in detail any disposition of fish or shellfish not processed within the statutory 48-hour time limitation.

Retention period: 1 year after meeting reporting requirements. 50 CFR 102.4

**3.12 Otter trawl operators in Alaska.**

To maintain a running log of fishing operations and furnish at the end of each trip complete statistics of operations.

Retention period: Not specified. 50 CFR 102.62

**3.13 Licensees on whale catchers and factory ships, and at land stations.**

To maintain records of detailed information of the killing, capturing, and delivery of whales and a detailed record of whales received and processed.

Retention period: 6 months following the calendar year to which the records apply. 50 CFR 151.30, 151.31, 151.32 (retention: 151.34)

**3.14 Loan applicants of the fisheries loan fund.**

To maintain books of account and submit periodic reports as required by the Secretary of the Interior.

Retention period: End of loan period. 50 CFR 160.12

#### 4. Geological Survey

**4.1 Coal-mine lessees (federally owned lands).**

To keep records of all coal mined, sold, or otherwise disposed of. Records of correct daily weights or biweekly measurements shall be posted if the miners are paid by weight or measurement.

Retention period: Not specified. 30 CFR 211.15

**4.2 Oil and gas lessees (federally owned and restricted Indian lands).**

To keep accurate and complete records of the drilling, redrilling, deepening, re-

pairing, plugging, or abandoning of oil wells and of all other well operations, and of all alterations to casing.

Retention period: Until submission of reports to Regional Oil and Gas Supervisors. 30 CFR 221.23

**4.3 Petroleum producers in designated areas (all of Louisiana and certain counties in Texas and New Mexico).**

To keep records of inventories, production, consumption, and deliveries, and gauge tickets, run tickets, and other records.

Retention period: After a period of not less than 5 years the Federal Petroleum Board may, upon written request of the person, grant permission to dispose of the records. 30 CFR 222.6

**4.4 Petroleum and petroleum products purchasers, refiners, storers, shippers, consignors, casinghead gasoline plants and persons dealing in petroleum or petroleum products as a factor, buyer, or seller in designated areas (all of Louisiana and certain counties in Texas and New Mexico).**

To keep records of inventories, receipts, consumption, deliveries, and operations, and other records.

Retention period: After a period of not less than 5 years the Federal Petroleum Board may, upon written request of the person, grant permission to dispose of the records. 30 CFR 222.6

**4.5 Petroleum and petroleum products reclamation plants in designated areas (all of Louisiana and certain counties in Texas and New Mexico).**

To keep records of inventories, receipts, reclamation, and operations, and other records.

Retention period: After a period of not less than 5 years the Federal Petroleum Board may, upon written request of the person, grant permission to dispose of the records. 30 CFR 222.6

**4.6 Petroleum and petroleum products pipelines in designated areas (all of Louisiana and certain counties in Texas and New Mexico).**

To keep records of inventories, receipts, locations, diversions, and shipping, and other records.

Retention period: After a period of not less than 5 years the Federal Petroleum Board may, upon written request of the person, grant permission to dispose of the records. 30 CFR 222.6

**4.7 Petroleum and petroleum products transporting agencies in designated areas (all of Louisiana and certain counties in Texas and New Mexico).**

To keep records of shipments, diversions, and shipping, and other records.

Retention period: After a period of not less than 5 years the Federal Petroleum Board may, upon written request of the person, grant permission to dispose of the records. 30 CFR 222.6

**4.8 Mineral lessees, potash, sodium and other minerals (federally owned lands).**

To keep books of a correct account of all ore mined, put through the mill, of

all ore and mineral products sold and to whom sold, the weight, assay value, moisture content, prices received, and percentage of mineral products recovered or lost.

Retention period: Not specified. 30 CFR 231.26

**4.9 Oil and gas and sulphur lessees (outer Continental Shelf).**

To keep well records and production records, and information obtained in the course of well operations.

Retention period: Until submission of reports to Regional Oil and Gas Supervisors. 30 CFR 250.37

**5. Bureau of Indian Affairs**

**5.1 Red Lake Fisheries Association.**

To keep books and records showing all receipts and disbursements, names and addresses of all persons from whom fish are purchased and to whom fish are sold, and all other transactions.

Retention period: Not specified. 25 CFR 89.13

**5.2 Indian chartered corporations, unincorporated tribes and bands, and credit and cooperative associations from the United States.**

To keep separate records and accounts of their credit activities and of their cattle loans.

Retention period: Not specified. 25 CFR 91.7

**5.3 Indian corporations and tribes.**

To keep separate records and accounts of their cattle loans in connection with the revolving cattle pool.

Retention period: Not specified. 25 CFR 92.9

**5.4 Secretary, Klamath Tribal Loan Board.**

To keep a complete record of all meetings of the board.

Retention period: Not specified. 25 CFR 93.3

**5.5 Klamath Tribal Loan Board.**

To keep records and accounts regarding the status of loans.

Retention period: Not specified. 25 CFR 93.9

**5.6 Oil and gas pipeline operators with rights-of-way over Indian lands.**

To keep books and records of oil produced or run from the lands.

Retention period: Not specified. 25 CFR 161.25

**5.7 Lessees of tribal lands for mining.**

To keep a full and correct account of all operations; and their books and records.

Retention period: Not specified. 25 CFR 171.18

**5.8 Lessees of allotted lands for mining.**

To keep a full and correct accounting of all operations and their books and records, showing manner of operations and persons interested, shall be open at all times for examination of such officers of the Department as shall be instructed in writing by the Secretary of the Interior or authorized by regulations, to make such examinations.

Retention period: Not specified. 25 CFR 172.25

**5.9 Lessees of lands in Crow Indian Reservation, Montana, for mining.**

To keep books of account showing amount of ore shipped or oil or other mineral substance sold or treated, and showing amount of money received from sale of ores, oil, etc.

Retention period: Not specified. 25 CFR 173.18

**5.10 Lessees of restricted lands of members of Five Civilized Tribes, Oklahoma, for mining.**

To keep a full and correct account of all operations; and their books and records.

Retention period: Not specified. 25 CFR 174.34

**5.11 Lessees of lands in Osage Reservation, Oklahoma, for mining, except oil and gas.**

To keep upon the leased premises accurate records of the drilling, redrilling, or deepening of all holes, showing the formations; and books and records showing manner of operations and persons interested.

Retention period: Not specified. 25 CFR 175.13

**5.12 Lessees of lands under jurisdiction of Quapaw Agency for lead and zinc mining.**

To keep books in which shall be a correct account of all ore and rock mined on the tract, of all ore put through the mill, etc.

Retention period: Not specified. 25 CFR 176.24

**5.13 Lessees of Osage Reservation lands for oil and gas mining.**

To keep a full and correct account of all operations; and their books and records.

Retention period: Not specified. 25 CFR 183.44

**5.14 Lessees of lands in Wind River Indian Reservation, Wyoming, for oil and gas mining.**

To keep a full and correct account of all operations; and their books and records, showing the manner of operations and persons interested, shall be open at all times for examination by such officers of the Department as shall be instructed in writing by the Secretary of the Interior or authorized by regulations, to make such examination.

Retention period: Not specified. 25 CFR 184.25

**5.15 Traders on Navajo, Zuni, and Hopi Reservations.**

To keep accurate records of business activities. Receipts issued by the trader for Indian products must be recorded in the traders' books.

Retention period: Not specified. 25 CFR 252.7, 252.17

**6. International Pacific Halibut Commission**

**6.1 Masters or operators of vessels holding Pacific halibut fisheries license or permit.**

To keep an accurate log of all fishing operations, including the date, locality,

amount of gear used, and amount of halibut taken daily in each locality.

Retention period: Not specified. 50 CFR 301.9

**6.2 Halibut dealers.**

To keep records of each purchase or receipt of halibut, showing date, locality, name of vessel, firm or corporation purchased or received from and amount in pounds according to trade categories of the halibut and other species landed therewith.

Retention period: Not specified. 50 CFR 301.10

**7. International Whaling Commission**

**7.1 Factory whaling ships and land stations.**

To enter immediately in a permanent record the information reported by radio on whales taken by whale catchers, as prescribed in 50 CFR 351.13 (c), and other data, as prescribed in paragraph (d), when it becomes available.

Retention period: Permanent. 50 CFR 351.13

**8. Bureau of Mines**

**8.1 Note (supplied by Bureau of Mines):**

Federal Coal Mine Safety Act, Section 105 (55 Stat. 177, as amended by 66 Stat. 692, 30 U.S.C. 455)

**FEDERAL COAL MINE SAFETY ACT**

**TITLE I**

Every owner, lessee, agent, manager, superintendent, or other person having control or supervision of any coal mine the products of which regularly enter commerce or the operations of which substantially affect commerce shall furnish to the Secretary of the Interior, acting through the United States Bureau of Mines, or to any duly authorized representative of such Bureau, upon request, complete and correct information to the best of his knowledge concerning any or all accidents involving bodily injury or loss of life which occurred in such mine during the six-month period immediately preceding the date on which the request is made. Whoever willfully violates this section shall be fined not more than \$500.

Retention period: Records of accidents involving bodily injury or loss of life in coal mines should be retained 6 months immediately preceding the date of request for such data.

**9. National Park Service**

**9.1 Concessioners.**

To keep records of their employees, payrolls, and other records with respect to compliance with State labor standards (laws).

Retention period: 3 years. 36 CFR 28.7, 28.9

**VI. DEPARTMENT OF JUSTICE**

**1. General**

**1.1 Foreign agents required to register under 22 U.S.C. 611 et seq.**

To keep all books and records relating to any activities which necessitate registration, including correspondence, memoranda, and other written communications, with or on behalf of foreign principals, cryptographic paraphernalia,

## RULES AND REGULATIONS

names and addresses of those designated to receive "political propaganda," financial records, etc.

Retention period: 3 years after notifying Department that activities requiring registration are terminated. 28 CFR 5.500

**1.2 Organizations registered under Subversive Activities Control Act of 1950.**

To keep bookkeeping and other financial records relating to registrants' activities, including income and disbursements, as well as books and records disclosing members, officers, and employees of registrant.

Retention period: Not specified. 28 CFR 11.204

**1.3 Manufacturers of and dealers in gambling devices.**

To keep monthly records of sales and deliveries of gambling devices, showing the mark and number identifying each article together with the name and address of the buyer or consignee thereof and the name and address of the carrier, and including duplicate bills and invoices, in order that monthly report may be made to the Attorney General.

Retention period: Not specified. 15 U.S.C. 1173

**1.4 Foreign agents.**

To keep books and records of political activities.

Retention period: 3 years following termination of activity as agent. 22 U.S.C. 615

**2. Office of Alien Property**

**2.1 Persons engaged in foreign exchange transactions, transfers of credit, and export of coin or currency.**

To keep a full record of each such transaction referred to in 31 CFR 127.9 and 127.10, without regard to whether such transaction is effected pursuant to license or otherwise and may be required by the Secretary of the Treasury and/or the Attorney General by means of regulations, rulings, instructions, or otherwise to keep a full record of complete information relative to any transaction referred to in section 5(b) of the act of October 6, 1917, as amended, or relative to any property in which a foreign country or national thereof has an interest.

Retention period: At least 1 year after date of transaction, for records of transactions referred to in 31 CFR 127.9 and 127.10; not specified for records which may be required. 31 CFR 127.12

**VII. DEPARTMENT OF LABOR**

**1. Office of the Secretary**

**1.1 Contractors or subcontractors engaged in construction, prosecution, completion, or repair of any public building, public work, or work financed in whole or in part by loans or grants from a Federal agency.**

To keep weekly payroll records setting out name and address of each laborer and mechanic, his correct classification, rate of pay, daily and weekly number of

hours worked, deductions made, and actual wages paid.

Retention period: 3 years from date of completion of contract. 29 CFR 3.4, 5.5

**1.2 Employers subject to labor standards, provisions applicable to contracts covering federally financed and assisted construction (See 29 CFR 5.1).**

To keep payroll records (including name and address of each employee, correct classification, rate of pay, daily and weekly numbers of hours worked, deductions made, and actual wages paid) for all laborers and mechanics working in the construction or development of certain projects (stipulation to be inserted in appropriate contracts by interested Federal agency).

Retention period: 3 years after termination of contract. 29 CFR 3.4, 5.5

**1.3 Employers subject to child-labor provisions of the Fair Labor Standards Act.**

To keep certificates of age for employed minors under 18 years of age.

Retention period: Until termination of employment of minor. 29 CFR 4.3

**1.4 State agencies having agreements with Secretary of Labor or Administrator of Wage and Hour Division, Labor Department, for utilization of their services in making investigations and inspections.**

To keep accounting records and supporting data pertaining to expenditures for investigations and inspections under Fair Labor Standards Act, and Public Contracts Act.

Retention period: Not specified. 29 CFR 4.86, 515.6

**1.5 Employers subject to minimum age standards of child labor provisions of Fair Labor Standards Act.**

To keep age certificate (a statement of a minor's age issued under regulations of Secretary of Labor) showing minor to be above minimum age requirements for employment as a protection from an unwitting violation of minimum age standards.

Retention period: Not specified. 29 CFR 4.121

**1.6 Maritime employers.**

To keep a record of any injury to an employee.

Retention period: Not specified. 33 U.S.C. 929

**2. Bureau of Employees' Compensation**

**2.1 Physicians and hospitals treating Federal employees covered by the Employees' Compensation Act of 1916, as amended.**

To keep records of all injury cases treated by them sufficient to supply the Bureau of Employees' Compensation with a history of the employee's accident, the exact description, nature, location and extent of injury, the degree of disability arising therefrom, the X-ray findings if X-ray examination has been made, the nature of the treatment rendered, and the degree of disability arising from the injury.

Retention period: Not specified. 20 CFR 2.10

**2.2 Employers subject to the provisions of the Longshoremen's and Harbor Workers' Compensation Act.**

To keep records in respect to any injury to an employee, including information of disease, other disability, or death. Retention period: Not specified. 20 CFR 31.23

**2.3 Employers in the District of Columbia subject to the Longshoremen's and Harbor Workers' Compensation Act.**

To keep records in respect to any injury to an employee, including information of disease, other disability, or death.

Retention period: Not specified. 20 CFR 41.22

**3. Division of Public Contracts**

**3.1 Contractors subject to Public Contracts Act (contracts with U.S. agencies or District of Columbia).**

To keep unexpired certificate of age of employee issued and held pursuant to regulations issued by the Secretary of Labor under the Fair Labor Standards Act, as protection against employment of underage minors.

Retention period: During period of employment of such minors. 41 CFR 201.105

**3.2 Contractors subject to Public Contracts Act (contracts with U.S. agencies or District of Columbia).**

To keep employment records, including name, address, sex, occupation, date of birth of each employee under 19 years of age, certificate of age (if minor), wage and hour records.

Retention period: 3 years from date of last entry. 41 CFR 201.501

**3.3 Contractors subject to Public Contracts Act (contracts with U.S. agencies or District of Columbia).**

To keep records of injury frequency rates of employees.

Retention period: 3 years after date of entry. 41 CFR 201.502

**4. Wage and Hour Division**

**4.1 State agencies having agreements with Secretary of Labor, or Administrator of Wage and Hour Division, for utilization of their services in making investigations and inspections under Fair Labor Standards Act and Public Contracts Act.**

To keep accounting records and supporting data pertaining to expenditures for investigations and inspections.

Retention period: Not specified. 29 CFR 4.86, 515.6

**4.2 Employers making retroactive payment of wages to employees or industrial homeworkers under supervision of the Administrator.**

To record and preserve, as an entry on payroll or other pay records, the amount of such payment to each employee, the period covered by such payment, and the date of payment; and preserve a copy of the report of each such payment on the receipt form authorized by the Wage and Hour Division.

Retention period: 2 or 3 years. 29 CFR 516.2, 516.21, 545.7, 681.7, 695.6 (retention: 516.5, 545.7, 681.8, 695.7)

**4.3 Employers subject to Fair Labor Standards Act.**

To keep employment records relating to wages, hours, conditions of employment, etc.

Retention period: 3 years for records containing employee information, payrolls, and certificates, union agreements, and notices; and 2 years for basic employment and earnings records, wage rate tables, work time schedules, order, shipping and billing records (customers' bills, etc.), records of deductions from or additions to pay. 29 CFR 516.5, 516.6

**4.4 Employers subject to Fair Labor Standards Act employing apprentices in skilled trade at wages lower than minimum wage applicable.**

To keep records relating to wages, hours, conditions of employment, etc., as well as designation of apprentices on the payroll, and, when applicable, the apprenticeship program, apprenticeship agreement, and special certificate under which an apprentice is employed shall be retained.

Retention period: 3 years from termination of apprenticeship. 29 CFR 521.8

**4.5 Joint apprenticeship committees holding certificates issued by Administrator.**

To keep records of apprenticeship program, apprenticeship agreement, and special certificate under which an apprentice is employed by an employer; the cumulative amount of work experience gained by the apprentice, and a list of employers to whom apprentice was assigned and period of time worked for each employer.

Retention period: 3 years from date of termination of apprenticeship. 29 CFR 521.8

**4.6 Employers subject to Fair Labor Standards Act employing learners under special learners certificates.**

To keep payroll records of learners; statements obtained from learners employed under special learners certificates of experience acquired in the industry in the 3 years prior to employment as a learner; and to maintain file of all evidence and records, including correspondence, pertaining to filing or cancellation of job orders (in addition to requirements of 29 CFR Part 516).

Retention period: At least 3 years from last effective date of the certificate. 29 CFR 522.7

**4.7 Independent telephone industry exchanges authorized to employ learners.**

To keep payroll records of learners and occupation in which each learner is employed.

Retention period: 3 years. 29 CFR 522.70 (retention: 522.7)

**4.8 Employers subject to Fair Labor Standards Act.**

To keep a copy of special certification authorizing employment of workers

whose earning capacity is impaired by physical or mental deficiencies at wages lower than the minimum wages applicable under Fair Labor Standards Act with 524.10 (retention: 516.5)

Retention period: 3 years. 29 CFR 524.10 (retention: 516.6)

**4.9 Sheltered workshops (as defined in 29 CFR 525.1).**

To keep records of the nature of each client's handicap, and records required under applicable provisions of 29 CFR Part 516.

Retention period: Not specified. 29 CFR 525.10

**4.10 Educational institutions employing student-workers as learners at sub-minimum wage rates.**

To keep payroll records showing rate of pay, including a copy of any special certificate issued.

Retention period: At least 3 years from the last effective date of the certificate. 29 CFR 527.7

**4.11 Employers of homeworkers in the fabric and leather glove industry; the handkerchief, square scarf, and art linen industry; the children's dress and related products industry; the women's and children's underwear and women's blouse and neckwear industry; the needlework and fabricated textile products industry; and the sweater and knit swimwear industry in Puerto Rico.**

To keep records including name and address of firms outside Puerto Rico from whom goods upon which work to be done are received; name and address of subcontractors, if any, to whom each lot delivered or delivery to homeworkers, and Labor Department permit number; dates goods delivered to and received from subcontractor, with description of goods and rate of commission; name, address, age (if under 19) of homeworker; style number, description, amount of goods delivered, rates, etc.; date homeworker paid.

Retention period: 3 years. 29 CFR 545.7, 545.8

**4.12 Employers of homeworkers in the fabric and leather glove industry; the handkerchief, square scarf, and art linen industry; the children's dress and related products industry; the women's and children's underwear and women's blouse and neckwear industry; the needlework and fabricated textile products industry; and the sweater and knit swimwear industry in Puerto Rico.**

To keep handbook furnished to employers by Wage and Hour Division, in which employer enters dates on which goods delivered to and received from (or purchased from) homeworker; style number; description, amount of goods, rates, etc.; date homeworker paid; signature of person acting for employer.

Retention period: 2 years subsequent to date of last entry. 29 CFR 545.7, 545.8

**4.13 Employers of homeworkers in the fabric and leather glove industry; the handkerchief, square scarf, and art linen industry; the children's dress and related products industry; the women's and children's underwear and women's blouse and neckwear industry; the needlework and fabricated textile products industry; and the sweater and knit swimwear industry in Puerto Rico.**

To keep record of overtime (over 40 hours 1 week) including hours worked on each lot of work, total hours worked each week; wages paid at regular piece rates; extra amount paid for overtime; this in addition to other records required by 29 CFR 545.7.

Retention period: Employer, 3 years; employee handbook, 2 years. 29 CFR 545.7, 545.8

**4.14 Employers of persons engaged in the shoe and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 601.3

**4.15 Employers of persons engaged in the leather, leather goods, and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 602.3

**4.16 Employers of persons engaged in the fabric and leather glove industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 603.3

**4.17 Employers of persons engaged in the metal, machinery, transportation equipment, and allied products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 604.3

**4.18 Homeworkers and employers in the women's apparel industry.**

To maintain one copy each of certificate authorizing employment of industrial homeworkers in the women's apparel industry.

Retention period: Not specified. 29 CFR 605.8

**4.19 Employers of industrial homeworkers in the women's apparel industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 605.9

**4.20 Employers of persons engaged in the electrical, instrument, and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 606.3

## RULES AND REGULATIONS

**4.21 Homewokers and employers in the jewelry manufacturing industry.**

To keep a copy of certificate authorizing the employment of industrial homewokers in the jewelry manufacturing industry.

Retention period: Not specified. 29 CFR 607.8

**4.22 Employers of industrial homewokers in the jewelry manufacturing industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 607.9

**4.23 Employers of industrial homewokers engaged in making hand-fashioneed jewelry of the Navajo, Pueblo, and Hopi Indian reservations.**

To keep records, including name, address, and age of homewoker, description of work performed, amount and date of cash payments, and schedule of piece rates paid.

Retention period: Not specified. 29 CFR 607.12

**4.24 Employers of persons engaged in the handkerchief, square scarf, and art linen industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 608.3

**4.25 Employers of persons engaged in the women's and children's underwear and women's blouse and neckwear industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 609.3

**4.26 Employers of persons engaged in the children's dress and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 610.3

**4.27 Employers of persons engaged in the sweater and knit swimwear industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 611.3

**4.28 Employers of persons engaged in the needlework and fabricated textile products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 612.3

**4.29 Employers of persons engaged in the straw, hair, and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 613.3

**4.30 Employers of persons engaged in the corsets, brassieres, and allied garments industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 614.3

**4.31 Employers of persons engaged in the men's and boys' clothing and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 615.3

**4.32 Employers of persons engaged in the button, jewelry, and lapidary work industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 616.3

**4.33 Homewokers and employers in the knitted outerwear industry.**

To keep copy of certificate authorizing employment of industrial homewokers in the knitted outerwear industry with employment record.

Retention period: Not specified. 29 CFR 617.8

**4.34 Employers of industrial homewokers in the knitted outerwear industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 617.9

**4.35 Employers of persons engaged in the alcoholic beverage and industrial alcohol industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 619.3

**4.36 Homewokers and employers in the gloves and mittens industry.**

To keep the certificate authorizing employment of industrial homewokers in the gloves and mittens industry.

Retention period: Not specified. 29 CFR 621.9

**4.37 Employers of industrial homewokers in the gloves and mittens industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 621.10

**4.38 Homewokers and employers in the button and buckle manufacturing industry.**

To keep the certificate authorizing the employment of industrial homewokers.

Retention period: Not specified. 29 CFR 625.8

**4.39 Employers of industrial homewokers in the button and buckle manufacturing industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 625.9

**4.40 Homewokers and employers in the handkerchief manufacturing industry.**

To keep certificate authorizing employment of industrial homewokers in the handkerchief manufacturing industry.

Retention period: Not specified. 29 CFR 628.8

**4.41 Employers of industrial homewokers in the handkerchief manufacturing industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 628.9

**4.42 Homewokers and employers in the embroideries industry.**

To keep copy of certificate authorizing employment of industrial homewokers in the embroideries industry.

Retention period: Not specified. 29 CFR 633.8

**4.43 Employers of industrial homewokers in the embroideries industry.**

To keep employment records required by 29 CFR Part 516.

Retention period: Not specified. 29 CFR 633.9

**4.44 Employers of persons engaged in the tobacco industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 657.3

**4.45 Employers of persons engaged in the banking, insurance and finance industries in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 661.3

**4.46 Employers of persons engaged in chemical, petroleum, rubber, and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 670.3

**4.47 Employers of persons engaged in communications, utilities, and transportation industries in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 671.3

**4.48 Employers of persons engaged in the construction, business service, motion picture, and miscellaneous industries in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 672.3

**4.49 Employers of persons engaged in the food and related products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 673.3

**4.50 Employers of persons engaged in the lumber and wood products industry in Puerto Rico.**

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 675.3

4.51 Employers of persons engaged in the paper, paper products, printing, and publishing industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 677.3

4.52 Employers of persons engaged in the stone, clay, glass, cement, and related products industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 678.3

4.53 Employers of homeworkers in Puerto Rico (other than needlework industries).

To keep records pertaining to employment of such homeworkers.

Retention period: 2 years. 29 CFR 681.7, 681.8

4.54 Employers of homeworkers in industries in Puerto Rico (other than needlework industries).

To keep handbook furnished to employers by Wage and Hour Division to record dates upon which goods in each lot were delivered; style number, if any; description of, and amount of goods in each lot; operations to be performed thereon; piece rate to be paid, and net amount paid for operations performed upon such goods, etc.

Retention period: 2 years. 29 CFR 681.7, 681.8

4.55 Employers of persons engaged in the wholesaling, warehousing, and other distribution industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 683.3

4.56 Employers of persons engaged in the hosiery industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 687.3

4.57 Employers of persons engaged in the artificial flower, decoration, and party favor industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 688.3

4.58 Employers of persons engaged in the sugar manufacturing industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 689.3

4.59 Employers of persons engaged in industries in the Virgin Islands.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 694.3

4.60 Employers of homeworkers in industries in the Virgin Islands.

To keep records pertaining to such homeworkers.

Retention period: 3 years. 29 CFR 695.6, 695.7

4.61 Employers of homeworkers in industries in the Virgin Islands.

To keep handbook records containing dates upon which goods in each lot were delivered and collected; style number, description, and amount of goods in each lot, operations to be performed, and piece rate to be paid; net amount actually paid for operations performed; date paid and signature of person acting in behalf of employer.

Retention period: 2 years subsequent to last entry. 29 CFR 695.6, 695.7

4.62 Employers of persons engaged in industries in American Samoa.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 697.3

4.63 Employers of persons engaged in the textile and textile products industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 699.3

4.64 Employers of persons engaged in the fabricated plastic products industry in Puerto Rico.

To keep notices of wage orders as prescribed by Wage and Hour Division.

Retention period: Not specified. 29 CFR 713.3

## VIII. POST OFFICE DEPARTMENT

### 1. Postage meter licensees.

To keep a Meter Record Book (Form 3602-A), showing daily register readings of metered mail.

Retention period: At least 1 year from date of final entry. 39 CFR 33.3, 33.7

### 1.2 Postage meter manufacturers.

To maintain a complete record, by serial number, of all meters manufactured and their movements from production to scrapping and of all meter keys issued to postmasters.

Retention period: Not specified. 39 CFR 33.8

### 1.3 Apartment house managers.

With respect to mail receptacles, (a) to maintain (1) a record of the number of keys supplied by the manufacturers and jobbers, relating the key number to the receptacle number, and (2) a record of the combination of keyless locks so that new tenants may be given the combination and (b) to maintain (1) in apartment houses where there are 25 or more receptacles, a complete directory of all persons receiving mail and, (2) where an apartment house is divided into units with separate entrances and with each unit having 25 or more receptacles, a separate directory for each

unit. In addition, where mail is not generally addressed to specific units, a directory must be kept at the main unit of the building, listing all persons receiving mail in the various units.

Retention period: Not specified. 39 CFR 45.6

## IX. DEPARTMENT OF STATE

### 1.1 Alien recipients of nonimmigrant visas.

To retain all documents and letters in support of a claim for eligibility to receive a nonimmigrant visa which were presented to, and returned by the consular officer.

Retention period: For examination by immigration officials at port of entry. 22 CFR 41.10

### 1.2 Persons required to register as manufacturers, importers, or exporters of United States Munitions List articles.

To maintain, subject to the inspection of the Secretary of State, or any person designated by him, records relating to the importation and exportation of articles enumerated in the United States Munitions List. Records of imports shall contain information on the consignor and the country of origin. Records of exports shall contain information as to the source of supply, consignee, purchaser, and the initial and ultimate destination of the shipments. Records covering both import and export shipments shall, in addition, include statistics on quantities shipped and the estimated values thereof.

Retention period: 6 years, except that the Secretary may prescribe a longer or shorter period in individual cases as he deems necessary. 22 CFR 122.6

## X. DEPARTMENT OF THE TREASURY

### 1. Bureau of Accounts

#### 1.1 Public and private agencies holding refugee relief loans.

To maintain adequate books and records relating to the funds borrowed from the Secretary of the Treasury under the Refugee Relief Act of 1953 and resettlement loans made therefrom.

Retention period: During life of the loan. 31 CFR 290.5

### 2. Comptroller of the Currency

#### 2.1 National banks acting as insurance agents and as brokers or agent for loans on real estate.

To keep records available for inspection by Examiners as specified in 12 CFR Part 2, including authorization statements and certificates, copies of agent-bank's reports, adequate records of insurance transactions and loans, with separate entries and accounts, and records as may be required by insurance companies.

Retention period: Permanent, except for copies of reports made by the agent bank to each insurance company which it represents, which copies shall be kept

## RULES AND REGULATIONS

for a period of five years, and except for records of loans negotiated by the bank in acting as broker or agent in making or procuring loans on real estate, which records shall be kept for a period of five years. 12 CFR 2.2, 2.4

### 2.2 National banks exercising trust powers.

To keep a separate set of books and records showing in proper detail all permissible fiduciary transactions engaged in under regulations and State and local law.

Retention period: Not specified. 12 CFR 4.1, 4.3 [See also 12 CFR 206.7.]

### 2.3 National banking associations.

To maintain a stock register book containing names and residences of all shareholders, such book to be kept in the main office of the bank.

Retention period: Permanent. 12 U.S.C. 62

## 3. Bureau of Customs

### 3.1 Importers of leather sold to be used in the manufacture of footwear.

To keep records to support blanket certificates issued to show sales of such leather during a specific period to a specified manufacturer showing quantity and description of the leather and identifying such leather with the import entry.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.84

### 3.2 Importers of leather to be used in the manufacture of harness or saddlery.

To keep records to support blanket certificates issued to show sales of such leather during a specific period to a specified manufacturer showing quantity and description of the leather and identifying such leather with the import entry.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.85 (retention: 10.84)

### 3.3 Importers of hides and skins of the India water buffalo to be used in the manufacture of rawhide articles.

To keep records to support blanket certificates issued to show sales of such hides and skins during a specific period to a specified manufacturer showing quantity and description of the hides and skins and identifying such hides and skins with the import entry.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.86 (retention: 10.84)

### 3.4 Importers of leather to be used in the manufacture of footballs, basketballs, soccer balls, or medicine balls.

To keep records to support blanket certificates issued to show sales of such leather during a specific period to a specified manufacturer showing quantity and description of the leather and identifying such leather with the import entry.

\* These records are required to be kept by manufacturers or producers, proprietors of bonded smelting and/or refining warehouses operating under section 312, Tariff Act of 1930, and importers.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.87 (retention: 10.84)

### 3.5 Importers of Patna rice to be used in the manufacture of canned soups.

To keep records to support blanket certificates issued to show sales of such Patna rice during a specific period to a specified manufacturer showing quantity and description of the Patna rice and identifying such Patna rice with the import entry.

Retention period: 3 years from liquidation of the entry. 19 CFR 10.88 (retention: 10.84)

### 3.6 Manufacturers, processors, or dealers entering or withdrawing wool or hair of the camel under bond or receiving wool or hair by transfer under bond.

To keep records showing (a) in case of entry or withdrawal, the quantity, entered clean content, identify, and description of such wool or hair; (b) in case of receipt by transfer, the quantity, description, and date of transfer certificate of wool or hair and name and address of transferor.

Retention period: Records relating to bonded wool or hair—3 years after the imported wool or hair has been used in manufacturing; records of transferor, where the wool or hair has been charged against the transferee—3 years from date of transfer. 19 CFR 10.93 (retention: 10.95)

### 3.7 Manufacturers or processors of products and substances resulting wholly or in part from bonded wool or hair of the camel.

To keep records showing (a) date or inclusive dates of processing of each lot or inclusive dates of each period of manufacture; (b) quantity, identity, and description of wool or hair not previously processed put into process; (c) quantity and description of all intermediate products, stocks in process, and wastes not described put into process; (d) quantity and description of final products and quantity by weight of wool or hair content; (e) quantity of wastes remaining on hand; (f) inventory of wool and hair on hand at close of each abstract period or at completion of lot; (g) quantities and description of any yarns spun.

Retention period: Records relating to bonded wool or hair—3 years after the imported wool or hair has been used in manufacturing; records of transferor, where the wool or hair has been charged against the transferee—3 years from date of transfer. 19 CFR 10.94 (retention: 10.95)

### 3.8 Manufacturers, processors, or dealers of articles of wool or hair of the camel.

To keep records showing quantity, description, and wool or hair content of all articles delivered from their premises pursuant to transfer under bond, purchase, consignment, or otherwise; date of delivery; name and address of person to whom delivered; exact designation; price paid or agreed upon.

Retention period: Records relating to bonded wool or hair—3 years after the

imported wool or hair has been used in manufacturing; records of transferor, where the wool or hair has been charged against the transferee—3 years from date of transfer. 19 CFR 10.95

### 3.9 Importers of rapeseed oil to be used in the manufacture of rubber substitutes or lubricating oil.

To keep records to support blanket certificates issued to show sales of such rapeseed oil during a specific period to a specified manufacturer showing quantity and description of the rapeseed oil and identifying such rapeseed oil with the import entry.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.100

### 3.10 Importers of limestone to be used in the manufacture of fertilizer.

To keep records to support blanket certificates issued to show sales of such limestone during a specific period to a specified manufacturer showing quantity and description of the limestone and identifying such limestone with the import entry.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.101

### 3.11 Importers of bauxite, calcined, to be used in the manufacture of fire-brick or other refractories.

To keep records to support blanket certificates issued to show sales of such bauxite during a specific period to a specified manufacturer showing quantity and description of the bauxite and identifying such bauxite with the import entry.

Retention period: 3 years from date of liquidation of the entry. 19 CFR 10.102

### 3.12 Proprietors of bonded smelting and/or refining warehouses operating under section 312, Tariff Act of 1930.

To keep such records of their operations as will enable them to file an annual statement, not later than 60 days after the termination of their fiscal year, showing the quantities of ore and crude metal on hand at the beginning of the period and the dutiable contents thereof; the quantities of ore and crude metal received during the period and the dutiable contents thereof; the quantities of ore and crude metal to be accounted for and the dutiable contents thereof; the quantities of ore and crude metal on hand at the end of the period and the dutiable contents thereof; the quantities of ore and crude metal worked during the period and the dutiable contents thereof; and the wastage incurred during the period.

Retention period: 5 years from date of the related annual statement. 19 CFR 19.19

### 3.13 Importers, exporters, proprietors of customs bonded warehouses, bonded common carriers, and others handling imported wheat in continuous customs custody.

To maintain such records as will enable customs officers to verify the handling to which imported wheat has been subjected and the proper accounting

of any increase or shortage in quantity from shrinkage or other factor.

Retention period: 2 years after date of transaction. 19 CFR 19.34

**3.14 Manufacturers or producers of articles manufactured or produced in the United States with the use of imported duty-paid merchandise and intended for exportation with benefit of drawback under section 313(a), Tariff Act of 1930.\***

To keep records showing the date or inclusive dates of manufacture or production of the articles, the quantity and identity of the imported merchandise used, the quantity of finished product obtained, and, if valuable waste is incurred in manufacture and claim is made for an allowance for such waste, the value of the imported merchandise used in manufacture and the quantity and value of the waste incurred, and, in cases where two or more products are obtained, the relative values thereof at the time of separation.

Retention period: At least 3 years after payment of drawback claims. 19 CFR 22.4, 22.6 (retention: 22.46)

**3.15 Manufacturers or producers of articles manufactured or produced in the United States with the use, in certain cases, of substituted merchandise in lieu of imported duty-paid merchandise and intended for exportation with benefit of drawback under section 313(b), Tariff Act of 1930, as amended.**

To keep detailed records pertaining to duty-paid merchandise or other articles manufactured or produced under drawback regulations with the use of such merchandise designated as the basis for the allowance of drawback on the exported articles.

Retention period: At least 3 years after payment of drawback claims. 19 CFR 22.5, 22.6 (retention: 22.46)

**3.16 Manufacturers or producers of flavoring extracts and medicinal or toilet preparations (including perfumery) manufactured or produced in the United States with the use of domestic taxpaid alcohol and intended for exportation with benefit of drawback under section 313(d), Tariff Act of 1930, as amended.\***

To keep records similar to those required of manufacturers or producers in the case of articles manufactured or produced in the United States with the use of imported duty-paid merchandise and intended for exportation with benefit of drawback under section 313(a), Tariff Act of 1930.

Retention period: At least 3 years after payment of drawback claims. 19 CFR 22.23, 22.24 (retention: 22.46)

**3.17 Licensed customhouse brokers.**

To maintain correctly and in orderly itemized manner, and keep current, records of account reflecting all their financial transactions as customhouse brokers, including a copy of each entry

\* These records are required to be kept by manufacturers or producers, proprietors of bonded smelting and/or refining warehouses operating under section 312, Tariff Act of 1930, and importers.

made, copies of all correspondence and other papers relating to customs business and, except for certain specified limitations, a record of transactions of licensed customhouse broker (Customs Form 3079) in addition to the regular records of account.

Retention period: At least 5 years after preparation or receipt. 19 CFR 31.9

#### 4. Internal Revenue Service

**NOTE:** The following items refer to requirements issued under the Internal Revenue Code of 1939 and the Internal Revenue Code of 1954 which were in effect on December 31, 1958. All regulations applicable under any provision of law in effect on August 16, 1954, the date of enactment of the 1954 Code, are applicable to the corresponding provisions of the 1954 Code insofar as such regulations are not inconsistent with the 1954 Code, and such regulations remain applicable to the 1954 Code until superseded by regulations under such Code. The Internal Revenue Service points out that the omission from this compilation of any record retention requirement provided for by law or regulation issued thereunder shall not be construed as authority to disregard any such requirement. The Service also points out that persons subject to income tax are bound by the retention requirement given in item 4.1 regardless of other requirements which for other purposes allow shorter retention periods.

The record retention requirements of the Internal Revenue Service are divided into the following categories: Income, Estate, Gift, Employment, Excise, Liquor, Tobacco, and Firearms Taxes.

Citations are to the 1939 Code of Federal Regulations unless otherwise indicated.

##### INCOME TAX

**4.1 Persons subject to income tax, except persons whose gross income consists solely of compensation for personal services rendered or arises solely from growing and selling products of the soil.**

To keep permanent books of account or records, including inventories, as are sufficient to establish the amount of gross income, deductions, credits, and other matters required to be shown in any income tax return. In addition, every organization which is exempt from income tax but required to file an annual income return must keep permanent books of account or records, including inventories, as are sufficient to show specifically the items of gross income, receipts and disbursements, and other required information.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.54-1 (See also 26 CFR 39.41-3, 39.41-4, 39.44-1, and 26 CFR (1954) 1.446-1 dealing with accounting methods and periods.)

**4.2 Persons engaged in the production, purchase, or sale of merchandise.**

To keep a record of inventory conforming to the best accounting practice in the trade or business which clearly reflects income and is consistent from year to year.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.471-1, 1.471-2 (retention: 26 CFR 39.54-1).

**4.3 Persons claiming allowance for depletion of natural gas property without reference to discovery value or percentage depletion.**

To keep accurate records of periodical pressure determinations where the annual production is not metered.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.23 (m)-2 (retention: 39.54-1)

**4.4 Persons claiming an allowance for depletion and depreciation of mineral property.**

To keep accurate accounts in which shall be recorded the cost or other basis of the mineral deposit and of the plant and equipment, together with subsequent allowable capital additions to each account and all of the other adjustments required. Records shall also be kept of the amounts of periodic depletion and depreciation computed.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.23(m)-11 (retention: 39.54-1)

**4.5 Persons claiming an allowance for depletion or depreciation of timber property.**

To keep accurate ledger accounts in which shall be recorded the cost or other basis of the timber property (including plants, improvements, and equipment) together with subsequent allowable capital additions to each account and all other adjustments required. In such accounts the quantity of timber, of land, and of other resources, if any, shall be set up separately and a proper part of the total cost or value allocated to each. Records shall also be kept of the amounts of periodic depletion and depreciation computed.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.23(m)-28 (retention: 39.54-1)

**4.6 Persons receiving any class of exempt income or holding property or engaging in activities the income from which is exempt.**

To keep records as will enable allocation to be made of amounts of each class of exempt income and amounts of items or parts of items allocated to each class.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.265-1 (retention: 26 CFR 39.54-1)

**4.7 Persons who participate in a transfer of property to a corporation controlled by the transferor.**

To keep records in substantial form showing information to facilitate the determination of gain or loss from a subsequent disposition of stock or securities and other property, if any, received in the exchange.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.112(b)(5)-3 (retention: 39.54-1); 26 CFR (1954) 1.351-3

## RULES AND REGULATIONS

**4.8 Persons who participate in a tax-free exchange in connection with a corporate reorganization.**

To keep records in substantial form showing the cost or other basis of the transferred property and the amount of stock or securities and other property or money received (including any liabilities assumed upon the exchange, or any liabilities to which any of the properties received were subject), in order to facilitate the determination of gain or loss from a subsequent disposition of such stock or securities and other property received from the exchange.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.112(g)-6 (retention: 39.54-1); 26 CFR (1954) 1.368-3

**4.9 Persons who exchange stock and securities in corporations in accordance with plans of reorganizations approved by the courts in receivership, foreclosure, or similar proceedings, or in proceedings under chapter X of the Bankruptcy Act.**

To keep records in substantial form showing the cost or other basis of the transferred property and the amount of stock or securities and other property or money received (including any liabilities assumed upon the exchange), in order to facilitate the determination of gain or loss from a subsequent disposition of such stock or securities and other property received from the exchange.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.112(l)-2 (retention: 39.54-1); 26 CFR (1954) 1.371-2

**4.10 Persons making or receiving gifts of property acquired by gift after December 31, 1920.**

To preserve and keep accessible a record of the facts necessary to determine the cost of the property and, if pertinent, its fair market value as of March 1, 1913, to insure a fair and adequate determination of the proper basis.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.113(a)(2)-1 (retention: 39.54-1); 26 CFR (1954) 1.1015-1

**4.11 Persons claiming credit for taxes paid or accrued to foreign countries and possessions of the United States.**

To keep readily available for comparison on request the original receipt for each such tax payment, or the original return on which each such accrued tax was based, a duplicate original, or a duly certified or authenticated copy, in case only a sworn copy of a receipt or return is submitted.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.905-2 (retention: 26 CFR 39.54-1)

**4.12 Persons claiming allowance for depreciation of property used in trade or business or property held for the production of income.**

To keep records of all factors entering into the computation of depreciation allowances.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.167(a)-7 (retention: 26 CFR 39.54-1)

**4.13 Persons required to seek the approval of the Commissioner in order to change their annual accounting period.**

To keep adequate and accurate records of their taxable income for the short period involved in the change and for the fiscal year proposed.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.442-1 (retention: 26 CFR 39.54-1)

**4.14 Persons participating in exchanges or distributions made in obedience to orders of the Securities and Exchange Commission.**

To keep records in substantial form showing the cost or other basis of the property transferred and the amount of stock or securities and other property (including money) received.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.1081-11 (retention: 26 CFR 39.54-1)

**4.15 Persons involved in the liquidation and replacement of lifo inventories.**

To keep detailed records such as will enable the Commissioner, in his examination of the taxpayer's return for the year of replacement, readily to verify the extent of the inventory decrease claimed to be involuntary in character and the facts upon which such claim is based, all subsequent inventory increases and decreases, and all other facts material to the replacement adjustment authorized.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.1321-1, 1.1321-2 (retention: 26 CFR 39.54-1)

**4.16 Persons selling by the installment method.**

In adopting the installment method of accounting the seller must maintain such records as are necessary to clearly reflect income. A dealer who desires to compute income by the installment method shall maintain accounting records in such a manner as to enable an accurate computation to be made by such method.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.453-1, 1.453-2 (retention: 26 CFR 39.54-1)

**4.17 Persons paying travel or other business expenses incurred by an employee in connection with the performance of his services.**

To maintain detailed records of travel, transportation, entertainment, and other similar business expenses, including identification of amount and nature of expenditures, and to keep supporting documents, especially in connection with large or exceptional expenditures.

Retention period: As long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.162-17 (retention: 26 CFR 39.54-1)

**4.18 Tax-exempt organizations.**

To keep records and books of account pertaining to information included in the annual return, including items of gross income, receipts, and disbursements, and to keep other pertinent information which will enable the district director to inquire into the organization's exempt status.

Retention period: As long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.6033-1 (retention: 26 CFR 39.54-1)

**4.19 Persons engaged in construction of aircraft for the Army and the Air Force.**

To keep books, records, and original evidences of costs pertinent to the determination of the true profit, excess profit, deficiency in profit, or net loss from the performance of a contract or subcontract.

Retention period: So long as the contents thereof may become material in the administration of the act of March 27, 1934, as amended. 26 CFR 16.13

**4.20 Persons engaged in construction of naval vessels or aircraft for the Navy.**

To keep books, records, and original evidences of costs pertinent to the determination of the true profit, excess profit, deficiency in profit, or net loss from the performance of a contract or subcontract.

Retention period: So long as the contents thereof may become material in the administration of the act of March 27, 1934, as amended. 26 CFR 17.14

**4.21 Executors or other legal representatives of decedents, fiduciaries of trusts under wills, life tenants and other persons to whom a uniform basis with respect to property transmitted at death is applicable.**

To make and maintain records showing in detail all deductions, distributions, or other items for which adjustment to basis is required to be made.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.113(a)(5)-1 (retention: 39.54-1); 26 CFR (1954) 1.1014-4

**4.22 Employers claiming deductions for contributions to an employees' trust or annuity plan or compensating an employee under a deferred-payment plan.**

To keep records substantiating all data and information required to be filed with respect to each plan and the deductions claimed thereunder.

Retention period: To be kept at all times available for inspection. 26 CFR (1954) 1.404(a)-2

**4.23 Corporations claiming deduction for dividends paid.**

To keep permanent records necessary (a) to establish that dividends with respect to which the deduction is claimed were actually paid during the taxable year, and (b) to supply the information required to be filed with the income tax return of the corporation. To also keep canceled dividend checks and receipts obtained from shareholders acknowledging payment.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.27(b)-2 (retention: 39.54-1)

**4.24 Corporations receiving distributions in complete liquidation of subsidiaries.**

To keep records showing information with respect to the plan of liquidation and its adoption.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.112(b)(6)-5 (retention: 39.54-1); 26 CFR (1954) 1.332-6

**4.25 Qualified electing shareholders receiving distributions in complete liquidation of domestic corporations other than collapsible corporations.**

To keep records in substantial form showing all facts pertinent to the recognition and treatment of the gain realized upon shares of stock owned at the time of the adoption of the plan of liquidation.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.112(b)(7)-5 (retention: 39.54-1); 26 CFR (1954) 1.333-5

**4.26 Corporations which are parties to reorganizations in pursuance of court orders in receivership, foreclosure, or similar proceedings, or in proceedings under chapter X of the Bankruptcy Act.**

To keep records in substantial form showing the cost or other basis of the transferred property and the amount of stock or securities and other property or money received (including any liabilities assumed upon the exchange), in order to facilitate the determination of gain or loss from a subsequent disposition of such stock or securities and other property received from the exchange.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.112(b)(10)-2 (retention: 39.54-1); 26 CFR (1954) 1.371-1

**4.27 Regulated investment companies.**

To maintain records showing the information relative to the actual owners of its stock contained in the written statements to be demanded from the shareholders. For the purposes of determining whether a domestic corporation claiming to be a regulated investment company is a personal holding company the records of the company shall show the maximum number of shares of the corporation (including the number and face value of securities convertible into stock of the corporation) to be considered as actually or constructively owned by each of the actual owners of any of its stock at any time during the last half of the corporation's taxable year. Also to maintain a list of the persons failing or refusing to comply with demand for statements respecting ownership of shares.

Retention period: As long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR 39.362-3, 39.362-4; 26 CFR (1954) 1.852-6, 1.852-7

**4.28 Corporations and shareholders for whom elections are filed with respect to the tax treatment of corporate reorganizations under the 1939 Code or 1954 Code.**

To keep permanent records of all relevant data in order to facilitate the determination of gain or loss from a subsequent disposition of stock or securities or other property acquired in the transaction in respect of which the election was filed.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.393-3 (retention: 26 CFR 39.54-1)

**4.29 Western Hemisphere trade corporations.**

To keep records substantiating income tax statement showing that its entire business is done within the Western Hemisphere and, if any purchases are made outside the Western Hemisphere, the amount of such purchases, the amount of its gross receipts from all sources, and any other pertinent information.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.921-1 (retention: 26 CFR 39.54-1)

**ESTATE TAX**

**4.30 Executors of estates.**

To keep detailed records of the affairs of the estate as will enable the district director to determine the amount of the estate tax liability, including copies of documents relating to the estate, appraisal lists of items included in the gross estate, copies of balance sheets or other financial statements relating to value of stock, and any other information necessary in determining the tax.

Retention period: Not specified. 26 CFR (1954) 20.6001-1

**GIFT TAX**

**4.31 Persons making transfers of property by gift.**

(a) To keep letters from brokers furnishing quotations, or evidence obtained from officers of issuing companies as to sales of stocks and bonds which are not listed on an exchange but are dealt in through brokers, or which have a market.

Retention period: Not specified. 26 CFR (1954) 25.2512-2

(b) To maintain books of account or records as are necessary to establish the amount of the total gifts together with the deductions allowable in determining the amount of taxable gifts, and other information required to be shown in their gift tax returns.

Retention period: Permanent. 26 CFR (1954) 25.6001-1

**EMPLOYMENT TAX**

**4.32 Employers subject to tax under the Federal Unemployment Tax Act.**

(a) *General.* To keep such records as are necessary to establish: (1) The total amount of remuneration paid to employees for services performed; (2) the amount of such remuneration which constitutes wages subject to tax; (3) the amount of contributions paid into each State unemployment fund, with respect to services subject to the law of such State, showing separately (i) payments made and not deducted from the remuneration of employees, and (ii) payments made and deducted from the remuneration of employees; and (iii) the information required to be shown on the prescribed return and the extent to which the employer is liable for the tax. If the total remuneration and the amount thereof which is subject to the tax are not equal, the reason therefor shall be made a matter of record. To also keep copies of returns, schedules, statements, and other required documents.

(b) *Records of persons who are not employers.* To keep proper records which will establish that person is not an employer subject to tax (including, where necessary, records of the number of employees employed each day).

(c) *Records of claimants.* Any person claiming refund, credit, or abatement of any tax, penalty or interest shall keep a complete and detailed record with respect to such tax, penalty, or interest.

Retention period: Records required by paragraph (a) shall be maintained for a period of at least 4 years after the date the tax to which they relate becomes due, or the date the tax is paid, whichever is the later. Records required by paragraph (b) shall be maintained for a period of at least 4 years after the due date of the tax for the calendar year to which they relate. Records required by paragraph (c) shall be maintained for a period of at least 4 years after the date the claim is filed. 26 CFR 403.511

**4.33 Employers required to deduct and withhold income tax on wages paid.**

(a) *General.* To keep accurate records of all remuneration paid to em-

ployees, showing with respect to each employee: (1) The name and address of the employee; (2) to the extent material, the dates on which the employee worked during each calendar quarter, including the days for which remuneration is paid or payable, and the character of the services performed; (3) the total amount (including any sum withheld therefrom as tax or for any other reason) and date of each remuneration payment, and the period of services covered by such payment; (4) the amount of each remuneration payment which constitutes wages subject to withholding; (5) the amount of tax withheld or collected with respect to each remuneration payment and, if collected at a time other than the time such payment was made, the date collected; (6) the withholding exemption certificates (Form W-4) filed with the employer by the employee; (7) the agreements, if any, between the employer and the employee for the withholding of additional amounts of tax; (8) copies of any statements furnished by nonresident alien employees in Canada or Mexico exempt from tax by reason of performing services in transportation service; (9) copies of any statements furnished by the employee relating to residence or physical presence in a foreign country; (10) copies of any statements furnished by the employee relating to bona fide residence in Puerto Rico; (11) the amount of each payment of sick pay excludable from the gross income of the employee on which income tax is not withheld and information evidencing the employee's entitlement to the sick pay exclusion. Accurate records of the details of each adjustment or settlement shall also be kept. To also keep copies of returns, schedules, statements, and other required documents.

(b) *Records of claimants.* Any person claiming refund, credit, or abatement of any tax, penalty, or interest shall keep a complete and detailed record with respect to such tax, penalty, or interest.

Retention period: Records required by paragraph (a) shall be maintained for a period of at least 4 years after the date the tax to which they relate becomes due, or the date the tax is paid, whichever is the later. Records required by paragraph (b) shall be maintained for a period of at least 4 years after the date the claim is filed. 26 CFR 406.207, 406.607

#### 4.34 Employers liable for tax under Federal Insurance Contributions Act.

(a) *General.* To keep a record of his identification number and accurate records of all remuneration paid to his employees for services performed for him. Such records shall show with respect to each employee: (1) The name, address, and account number of each employee (if the employee does not have an account number but has a receipt showing he has applied for a number, the employer shall enter in his records the date of issue of the receipt, its termination date, the address of the issuing office of the Social Security Administration, and the name and address of the employee exactly as shown in the receipt); (2) to the extent material to the determination

of tax liability, the dates on which the employee worked during each calendar quarter, including the days for which remuneration is paid or payable to the employee, and the character of the services performed, and in addition, in the case of agricultural labor, whether such agricultural labor is performed on a full-time basis, and the date on which the employer-employee relationship commenced in each instance and, if terminated, the date of the termination thereof; (3) the total amount (including any sum withheld therefrom as tax or for any other reason) and date of each remuneration payment and the period of services covered by such payment; (4) the amount of such remuneration payment which constitutes wages subject to tax; and (5) the amount of employees' tax withheld or collected with respect to such payment, and if collected at a time other than the time such payment was made, the date collected. If the total remuneration payment and the amount thereof which is taxable are not equal, the reasons therefor shall be made a matter of record. Accurate records of the details of each adjustment or settlement shall also be kept. To also keep copies of returns, schedules, statements, and other required documents.

(b) *Statements supporting employers' claims for employee tax.* Where an employer files a claim for refund, credit, or abatement of employees' tax collected from an employee, the employer shall maintain as a part of his records the written receipt of the employee, showing the date and amount of the repayment of the employees' tax or the written consent of the employee to allowance of the refund, credit, or abatement and the written statement of the employee that he has not claimed and will not claim refund or credit of the amount of the overcollection.

(c) *Records of claimants.* Any person claiming refund, credit, or abatement of any tax, penalty, or interest shall keep a complete and detailed record with respect to such tax, penalty, or interest.

Retention period: Records required by paragraph (a) shall be maintained for a period of at least 4 years after the date the tax to which they relate becomes due, or the date the tax is paid, whichever is the later; and records required by paragraph (c) shall be maintained for a period of at least 4 years after the date the claim is filed. 26 CFR 408.501, 408.504, 408.609, 408.801

#### 4.35 Persons subject to the Railroad Retirement Tax Act.

(a) *Employers.* To keep accurate records of all remuneration other than tips paid to his employees for services rendered. Such records shall show with respect to each employee: (1) The name and address of the employee; (2) the total amount and date of each payment of remuneration (including any sum withheld therefrom as tax or for any other reason) and the period of service (including any period of absence from active service) covered by such payment; (3) the amount of such payment of remuneration with respect to which the

tax is imposed; and (4) the amount of employees' tax withheld or collected with respect to such payment, and, if collected at a time other than the time such payment was made, the date collected. If the total payment of remuneration and the amount thereof with respect to which the tax is imposed are not equal, the reason therefor shall be made a matter of record. Accurate records of the details of each adjustment or settlement, including the date and amount of each adjustment or settlement shall also be kept.

(b) *Employee representative.* To keep accurate records of all remuneration paid to him for services rendered (including "time lost") by him as an employee representative. Such records shall show: (1) the name and address of each employee organization employing him; (2) the total amount and date of each payment of remuneration for services rendered as an employee representative (including any sum withheld therefrom) and the period of service (including any period of absence from active service) covered by such payment; and (3) the amount of such payment of remuneration with respect to which the employee representatives' tax is imposed. If the total payment of remuneration and the amount thereof with respect to which the employee representatives' tax is imposed are not equal, the reason therefor shall be made a matter of record.

(c) *Copies of returns, schedules, and statements.* To keep a copy of returns, schedules, statements, and other required documents.

(d) *Records of claimants.* Every person claiming refund, credit, or abatement of any tax, penalty, or interest shall keep a complete and detailed record with respect to such tax, penalty, or interest.

Retention period: Records required by paragraphs (a), (b), and (c) shall be maintained for a period of at least 4 years after the date the tax to which they relate becomes due, or the date the tax is paid, whichever is later. Records required by paragraph (d) shall be maintained for a period of at least 4 years after the date the claim is filed. 26 CFR 411.608

#### 4.36 Employers required to deduct and withhold income tax on wages paid.

To keep records with respect to payments (sick pay) made directly by the employer to his employees after December 31, 1955, under a wage continuation plan showing, with respect to each employee, the beginning and ending dates of each period of absence from work for which any such payment was made, and sufficient information to establish the amount and weekly rate of each such payment; and, to the extent that income tax is not withheld on the amount of any such payment excludable from the gross income of the employee, the amount of the payment and the excludable portion thereof, and data substantiating the employee's entitlement to the exclusion from gross income.

Retention period: So long as the contents thereof may become material in the

administration of any internal revenue law. 26 CFR (1954) 31.3401 (a)-1, 31.6001-5 (retention: 26 CFR 39.54-1)

**4.37 Persons required to withhold tax on nonresident aliens, foreign corporations, and tax-free covenant bonds on payments of income made on and after January 1, 1957.**

To keep copies of Forms 1042 and 1042S.

Retention period: So long as the contents thereof may become material in the administration of any internal revenue law. 26 CFR (1954) 1.1461-2 (retention: 26 CFR 39.54-1)

#### EXCISE TAX

**4.38 Persons required to collect and account for admissions and cabaret taxes.**

(a) *Admissions.* (1) To keep the portions of the tickets taken up by them.

Retention period: Not less than six months. 26 CFR 101.18

(2) To keep a copy of the statement of the numbers of obsolete and unusable tickets destroyed, their denominations, and all other pertinent information.

Retention period: Not specified. 26 CFR 101.18

(3) To keep substantially in accordance with the form outlined in the regulations an accurate daily record of admissions to all classes, including free or complimentary tickets or admissions and reduced rate admissions; a classified daily record showing as to each class of tickets sold all figures and other information necessary to determine the amount of tax due for the day, and due as charges in excess of established price for the day; to keep sworn copies of management reports attached to and made a part of the records for the period covered thereby.

Retention period: 4 years from the date the tax became due. 26 CFR 101.32

(b) *Cabarets.* (1) To keep waiters' checks or bills or cash register tapes where the passing on of the tax to patrons is evidenced by entries thereon.

Retention period: Not less than 6 months. 26 CFR 101.18, 101.32

(2) To keep adequate and sufficient records with respect to the operations for each day on which public performances are held showing receipts from charges paid by all patrons entitled to be present during any part of the performance, and the tax due.

Retention period: 4 years from the date the tax became due. 26 CFR 101.32

(c) *Duplicate returns, credits, and abatements or refunds.* A duplicate copy of the returns shall be retained and, for all credits taken and all abatements or refunds claimed, complete and detailed records shall be maintained.

Retention period: For duplicate returns—4 years from the time the tax became due; for credits—4 years from the date return is filed on which the credit is taken; and for abatements or refunds—4 years from date claim is filed. 26 CFR 101.32, 101.33, 101.41, 101.42

**4.39 Social, athletic, or sporting club or organization required to collect the tax on dues or initiation fees.**

To keep up-to-date records showing the names and addresses of its members

of each class, the amounts they have paid as dues, membership fees, or assessments, the tax, and the dates paid, to the club or others as a prerequisite to membership. To also keep a record in which shall be entered each day (a) under the head of "Life membership" (1) the number of life members from whom a life-membership tax has been collected on that day, and (2) the total amount of tax so collected; and (b) under the head of each other class of membership (1) the number of members of that class paying on that day dues or membership fees or initiation fees, (2) the total amount so paid by members of that class, and (3) the total amount of tax collected on such payments. A duplicate copy of the returns shall be retained and, for all credits taken and all abatements or refunds claimed, complete and detailed records shall be maintained.

Retention period: 4 years from the date the tax became due; with respect to credits, 4 years from the date return is filed on which the credit is taken; and, with respect to abatements or refunds claimed, 4 years from date claim is filed. 26 CFR 101.38, 101.39, 101.41, 101.42

**4.40 Persons making contracts of sale of cotton for future delivery, and persons who act in capacity of clearing house or associations for such transactions.**

To keep detailed records concerning the contracts and parties thereto in accordance with forms prescribed in regulations.

Retention period: Not less than 2 years. 26 CFR 110.8, 110.9, 110.10, 110.11

**4.41 Parties to transfers of any interest in silver bullion.**

To keep accurate and complete record of every transfer of interest in silver bullion, and the record of a transferee shall be so kept that on a subsequent transfer the actual cost to him of the particular interest transferred can be determined.

Retention period: 4 years from the date the tax became due. 26 CFR 112.101

**4.42 Persons engaged in the business of buying, selling, or transferring stocks or bonds.**

To keep a record of each transaction showing date of transaction, names of all parties involved, number, names, description, par and face value, selling price of stocks, and other related information.

Retention period: 4 years from the time of the transaction. 26 CFR 113.38, 113.68, 113.150

**4.43 Members of a stock exchange involved in transferring accounts through clearing houses, engaged in the business of clearing, settling, or adjusting transactions in stocks or bonds.**

To keep records of the particulars of transactions transferring the accounts of customers without change of ownership of the securities of such customers, wherever a clearing house carries upon its sheets or records information or reports of such transactions.

Retention period: 4 years from the time of the related transaction. 26 CFR 113.41, 113.71, 113.150

**4.44 Members of a securities exchange registered with the Securities and Exchange Commission as a national exchange who have appointed clearing houses for affixing stamps.**

To maintain in permanent form complete and adequate daily records, such as a blotter or similar book of original entry, of all transactions in stocks and bonds, whether taxable or not, including rights to subscribe for or to receive stocks or bonds, arising in the conduct of their business, irrespective of whether the stocks or bonds are listed or unlisted, whether the transactions are clearable or not, and including transactions involving loans or borrowings of stocks or bonds, and over-the-counter sales, showing with respect to each transaction the amount of tax payable or the basis on which exemption from tax is claimed.

Retention period: 4 years from the date of the transaction. 26 CFR 113.41, 113.71, 113.150

**4.45 Clearing houses appointed for the purpose of affixing stamps by members of a securities exchange registered with the Securities and Exchange Commission as a national exchange.**

To keep in permanent form the daily reports received from its members, and the daily summary statement of the total tax shown on such reports (if one is made).

Retention period: 4 years from the date of the report or statement. 26 CFR 113.41, 113.71, 113.150

**4.46 Persons having control or possession of policies of insurance or reinsurance issued by foreign insurers.**

To keep the instrument of insurance. Retention period: 4 years from the date of issuance of the policy. 26 CFR 113.107

**4.47 Persons, solicitors, or brokers accepting, placing, or soliciting contracts of insurance or reinsurance by foreign insurers.**

To keep a record of each policy or other instrument subject to tax.

Retention period: 4 years from the time of the transaction. 26 CFR 113.109, 113.150

**4.48 Persons required to keep records with respect to documentary stamp taxes.**

To maintain and preserve all instruments, memoranda, books, or other documents to which documentary stamps have been affixed and canceled in payment of stamp taxes; all certificates of exemption executed in lieu of the payment of stamp taxes; and all other records required by the documentary stamp tax regulations.

Retention period: 4 years from the time of the related transaction. 26 CFR 113.150

**4.49 Persons required to collect tax on use of safe deposit boxes.**

To keep accurate records and accounts of all transactions subject to tax and evidence of the right to exemption on any such transaction in respect of which tax is not collected. A complete and detailed record of all credits taken and a duplicate of the return shall also be kept.

## RULES AND REGULATIONS

Retention period: 4 years from the date the tax is due, and, with respect to credits, 4 years from the date of the return on which the credit appears. 26 CFR 130.71, 130.77

**4.50 Carriers of petroleum by pipe line.**

To keep accurate records and accounts showing (a) the daily volume of commodities accepted for transportation; (b) daily run records of the amount taken into the pipe lines and the amount delivered from such lines; (c) deductions from acceptances or allowances for evaporation, basic sediment, water, etc.; and (d) the charge per barrel, and the total charge for each movement. A complete and detailed record of all credits taken and a duplicate of the return shall also be kept.

Retention period: 4 years from the date the tax is due, and, with respect to credits, 4 years from the date of the return on which the credit appears. 26 CFR 130.71, 130.77

**4.51 Persons required to collect taxes on amounts paid for (a) telegraph, telephone, cable, or radio dispatches, messages, or conversations, (b) any leased wire, or talking circuit special service, or wire and equipment services, etc., or (c) any local telephone services, etc.**

To keep accurate records and accounts of all such services and facilities furnished upon which the tax is imposed and evidence of the right to exemption relative to any such services or facilities furnished in respect of which tax is not collected. A complete and detailed record of all credits taken and a duplicate of the return shall also be kept.

Retention period: 4 years from the date the tax is due; with respect to evidence of the right to exemption, 4 years from the date the tax would have become due if applicable; and, with respect to credits, 4 years from the date of the return on which the credit appears. 26 CFR 130.47, 130.71, 130.77

**4.52 Persons required to collect taxes on amount paid for the transportation of persons and seating or sleeping accommodations in connection therewith.**

To keep accurate records to show with respect to each ticket or order sold or fare collected, or other individual transaction, the amount of tax collected or evidence of the right to exemption where tax is not collected. A complete and detailed record of all credits taken and a duplicate of the return shall also be kept.

Retention period: (a) Except as provided in paragraph (b) below, 4 years from the date the tax is due; with respect to evidence of the right to exemption, 4 years from the date the tax would have become due if payable; and, with respect to credits, 4 years from the date of the return on which the credit appears.

(b) On or after October 1, 1956, carriers furnishing transportation or facilities paid by a State, a Territory of the United States, or any political subdivision thereof, or the District of Columbia, shall retain all exemption certificates accepted, with the record of services and facilities rendered for a period of at least

3 years from the date the tax would have become due if payable. 26 CFR 130.54, 130.62, 130.71, 130.77; 26 CFR (1954) 42.4261-6 (e), 42.4292-1 (b)

**4.53 Persons engaged in the business of transporting property for hire.**

To keep accurate records to show with respect to each individual transaction the amount of tax collected or evidence of the right to exemption where tax is not collected. A complete and detailed record of all credits taken and a duplicate of the return shall also be kept.

Retention period: 4 years from the date the tax is due, and, with respect to credits, 4 years from the date of the return on which the credit appears. 26 CFR 143.33, 143.34, 143.51, 143.60

**4.54 Persons who ship or pay for transportation of shipments to points of export.**

To retain triplicates of Export Exemption Certificates with shipping papers, and documentary evidence of the exportation of property, such as a copy of export bill of lading, memorandum from the captain of the vessel, customs official, or foreign consignee, shipper's export declaration, or other evidence sufficient to establish the fact that the property has actually been exported.

Retention period: 4 years. 26 CFR 143.33, 143.34

**4.55 Manufacturers of smoking opium.**

To keep a book conforming to Form 271 which shall contain a daily accurate account of (a) the quantity of crude gum opium (including all forms, preparations, or derivatives suitable for manufacturing opium for smoking purposes) and other materials purchased and sold; (b) name and address of purchaser or seller; (c) if articles are shipped or delivered to some other person, the name of such other person and place of delivery; (d) the sizes of the packages and number of packages of each size purchased and sold; (e) the total quantity of prepared smoking opium (1) manufactured, (2) sold, (3) removed tax paid, and (f) the number and value of stamps purchased and used.

Retention period: Not specified. 26 CFR 150.10

**4.56 Persons making application for registry or reregistry as retail dealers, physicians, dentists, veterinary surgeons, etc., manufacturers of and dealers in exempt preparations, and those entitled to obtain and use narcotics in a laboratory.**

To keep the duplicates of inventories required to be made of the narcotic drugs and preparations on hand at the time of making the inventories.

Retention period: 2 years. 26 CFR 151.10

**4.57 Manufacturers or producers of packages containing one ounce or more of morphine, cocaine or isonipecaine or any of their salts or derivatives, and of packages containing tablets, pills, or preparations the content of which amounts to one ounce or more of such drugs, and wholesale dealers disposing of such packages.**

(a) *Manufacturers or producers.* To keep a record of the individual identifi-

cation number placed on each package manufactured and produced together with the name and address of the purchaser, so arranged that upon disclosure of the identification number the identity of the purchaser can be readily ascertained.

(b) *Wholesale dealers.* To keep a record showing as to each package disposed of the manufacturer's name, location, and identification number, the name and address of the purchaser, and the date of disposal, so arranged that upon disclosure of the identity of the manufacturer and the identification number, the identity of the purchaser can be readily ascertained.

Retention period: Permanent. 26 CFR 151.59

**4.58 Manufacturers, importers, producers, compounders, wholesale dealers and other authorized persons filling orders for narcotic drugs.**

To keep as a part of their permanent records order forms for narcotic drugs, including orders of exempt officials.

Retention period: 2 years. 26 CFR 151.70, 151.88, 151.96

**4.59 Registrants authorized to execute and present order forms for narcotic drugs.**

(a) To keep on file duplicate order forms.

(b) To keep on file original and duplicate order forms which are improperly executed or mutilated so as to make them unusable.

(c) To keep on file with the duplicates thereof original order forms returned because of improper preparation.

(d) To keep on file attached to the duplicates thereof original order forms which are not accepted, or cannot be filled, and are returned with a letter of explanation. The letter of explanation is also attached to the duplicate.

(e) To file with the duplicates of order forms, the unfilled originals of which have been lost, the duplicates of second orders and of the affidavits accompanying the second orders, and to attach, if returned, the originals of the first order forms to the duplicates and affidavits.

Retention period: 2 years. 26 CFR 151.76, 151.85, 151.88, 151.89

**4.60 Narcotic registrants or exempt officials purchasing narcotics from court officers under judicial proceedings.**

To retain duplicates of official order forms or purchase orders.

Retention period: 2 years. 26 CFR 151.88, 151.197

**4.61 Persons registered for the purpose of engaging in any activity involving the use of narcotic drugs.**

To file with their official order forms and records receipts for samples of narcotics furnished to Federal and State enforcement officers.

Retention period: Not specified. 26 CFR 151.97

**4.62 Importers, manufacturers, producers, compounders, wholesale dealers, and others filling orders for narcotic drugs submitted by qualified dealers or practitioners in the Virgin Islands.**

To keep records in the same manner as in the case of domestic sales, except

that in lieu of the record of the registry number of the purchaser, there shall be kept a record of the date the order was approved by the Commissioner of Health of the Virgin Islands and the date the order was received by them.

Retention period: Not specified. 26 CFR 151.102

**4.63 Manufacturers, importers, producers, and compounders of, and wholesale dealers in taxable narcotics.**

To keep invoices, original sales orders, delivery or duplicate sales slips, or other papers or records as may be required to evidence any unrecorded purchase, receipt, or disposition. Also manufacturers must keep available such batch tags, production orders, or other papers as may be required to evidence any unrecorded quantity used or produced.

Retention period: Not specified. 26 CFR 151.115, 151.116, 151.117, 151.150, 151.151

**4.64 Manufacturers importing opium or medicinal coca leaves.**

To keep, where factory procedure is such that partial withdrawals are made from individual containers, a complete record of all such withdrawals on a stock record card attached to each container.

Retention period: Not specified. 26 CFR 151.129, 151.139

**4.65 Manufacturers, producers, compounders, and importers of, and wholesale dealers in narcotic drugs.**

To retain on file together with other narcotic records duplicate copies of all returns, properly sworn to as in the case of original copies.

Retention period: Not less than 2 years. 26 CFR 151.163

**4.66 Retail dealers and other persons qualified to sell narcotic drugs at retail.**

To keep written prescriptions and written records of oral prescriptions for narcotic drugs in a separate file.

Retention period: Not less than 2 years. 26 CFR 151.174

**4.67 Physicians, dentists, veterinary surgeons, and other practitioners (including hospitals and institutions).**

To keep daily records showing the kind and quantity of narcotics dispensed or administered, the names and addresses of persons to whom dispensed or administered, the names and addresses of persons upon whose authority, and the purpose for which dispensed or administered. In lieu of these records practitioners who, in their office practices, administer minute quantities of narcotics in stock preparations, may keep, as to such preparations, records of the date when each stock preparation is made or purchased and the date when the preparation is exhausted.

Retention period: Not specified. 26 CFR 151.177, 151.178, 151.179

**4.68 Manufacturers, producers, compounders, and vendors (including dispensing physicians) of exempt narcotic preparations.**

To keep a record in accordance with the form outlined in the regulations of all sales, exchanges, gifts or other dis-

positions of exempt preparations. Separate records shall be kept of dispositions to registrants and dispositions to consumers. The record of dispositions to registrants shall show the name, address, and registry number of the registrant to whom disposed, the name and quantity of the preparation, and the date upon which delivery to registrant, his agent or a carrier is made. The record of dispositions to consumers shall show the name of the recipient, his address, the name and quantity of the preparations, and the date of delivery. Manufacturers of and dealers in exempt preparations, who also manufacture and deal in taxable drugs, are deemed in compliance with this requirement as to records if all such dispositions are evidenced by vouchers or invoices, which contain all the required information and are kept in a separate file arranged chronologically. Registrants, supplying exempt preparations to consumers pursuant to prescriptions issued by registered physicians, are deemed in compliance with the requirement as to records of dispositions to consumers if each such prescription shows the name and address of the recipient, the name and quantity of the preparation, and the date of filing, and the prescriptions are kept on the narcotic prescription file.

Retention period: Not specified. 26 CFR 151.185.

**4.69 Laboratories using narcotics.**

To keep complete records of receipts, disposals, and stocks on hand, of all narcotic drugs and preparations; to keep duplicate copies of official order forms used to obtain narcotic drugs; to keep the original of the return of inventory the duplicate of which is forwarded to the district director; and to keep a special record in accordance with the form outlined in the regulations showing date, kind, and quantity of narcotic drug or preparation used, the particular purpose or object of such use, and the identification and disposition of the narcotics or resulting products or residues so used, showing the date, quantity of resulting products or residues, and manner of disposition.

Retention period: Not less than 2 years from date of last transaction shown therein. 26 CFR 151.186, 151.187a

**4.70 Laboratories transferring and receiving narcotic drugs for chemical or pharmacological tests.**

(a) *Transferors.* To keep on file with the official order form or with the order and exempt certificate, as the case may be, the written approval of the Commissioner of Narcotics to the transfer of an appropriate quantity of a narcotic drug to another qualified registrant or to an exempt official for the purpose of having the desired tests made.

(b) *Transferees.* To keep a record of such drugs used and disposed of in the manner described in item 4.69 above with additional data, in the case of pharmacological tests, accounting for quantities dispensed to humans and animals. A copy of the report to the transferor of the results of the tests made, if such report includes data from which a complete accounting for the narcotic drug

used and disposed of can be ascertained, may be kept on file by the transferee as the special record required.

Retention period: Not less than 2 years from the date of the last transaction therein. 26 CFR 151.187a

**4.71 Persons required to make statements with respect to narcotics lost or destroyed.**

(a) *Persons having title to narcotics lost or destroyed through breakage of container or other accident, other than in transit.* To retain a copy of statement, forwarded to narcotic district supervisor, as to kinds and quantities of narcotics lost or destroyed and the circumstances involved.

(b) *Consignees of narcotics lost by theft, or otherwise lost or destroyed in transit.* To retain a copy of the signed statement of the facts, filed with the narcotics district supervisor immediately upon ascertainment of the occurrence, including a list of the narcotics stolen, lost, or destroyed, and documentary evidence that the local authorities were notified.

Retention period: Not specified. 26 CFR 151.194

**4.72 Persons desiring to discontinue a business, involving the use of narcotic drugs, on any date other than June 30.**

To retain on file with narcotic records special-tax stamps returned by district director after being marked "Business discontinued" with the date.

Retention period: 2 years. 26 CFR 151.195

**4.73 Narcotic registrants disposing of excess or undesired narcotics.**

To retain duplicate copy of inventories of excess or undesired narcotics shipped to narcotic district supervisor.

Retention period: 2 years. 26 CFR 151.196

**4.74 Applicants for registry required to submit inventories of marihuana and preparations thereof on hand.**

To keep duplicates of inventories required to be made of marihuana and preparations thereof on hand at the time of making such inventories.

Retention period: 2 years. 26 CFR 152.8

**4.75 Transferors and transferees of marihuana.**

(a) *Transferors.* To preserve the originals of order forms for marihuana.

(b) *Transferees.* To preserve the duplicates of order forms for marihuana.

Retention period: 2 years. 26 CFR 152.49

**4.76 Physicians, dentists, veterinary surgeons, hospitals, sanatoriums, medical schools, and other practitioners dispensing or administering marihuana to patients.**

To keep daily records showing the kind and quantity of marihuana dispensed or administered, the name and address of each person to whom dispensed or administered, the name and address of the person under whose authority the marihuana is dispensed or administered

## RULES AND REGULATIONS

and the purpose for which it is dispensed or administered.

Retention period: 2 years. 26 CFR 152.53, 152.54

**4.77 Dealers filling marihuana prescriptions.**

To keep marihuana prescriptions in a separate file. Dealers registered under the Harrison Narcotics Law, as amended, as retail dealers, who keep marihuana prescriptions on the narcotic prescription file, will be deemed in compliance with this provision.

Retention period: 2 years. 26 CFR 152.64

**4.78 Transferors and transferees of unsterilized marihuana seeds or the plant Cannabis sativa L.**

To keep records covering dispositions and receipts of such seeds or such plant.

Retention period: 2 years. 26 CFR 152.68, 152.68a, 152.78

**4.79 Persons required to render returns with respect to marihuana.**

To retain duplicates of such returns.

Retention period: 2 years. 26 CFR 152.75, 152.78

**4.80 Persons registered to obtain marihuana for laboratory use.**

To keep complete records relating to the receipt, disposal, and stock on hand of all marihuana; to keep in accordance with the form outlined in the regulations a special record showing the date, the quantity and kind of marihuana used, the particular purpose or object of such use, and also showing as to the resulting product or residue, the date, quantity and kind, and manner of disposition.

Retention period: 2 years. 26 CFR 152.77, 152.78

**4.81 Persons registered to process the Cannabis sativa L plants and parts thereof for the purpose of extracting any fiber or fiber products therefrom.**

To keep in accordance with the form outlined in the regulations complete records relating to the receipt, disposal, and stock on hand, of all such plants and parts thereof and products therefrom.

Retention period: 2 years. 26 CFR 152.77a, 152.78

**4.82 Persons taxable under the Marihuana Tax Act.**

To retain all order forms, duplicate forms, prescription records, returns, and inventories required to be kept on file.

Retention period: 2 years. 26 CFR 152.78

**4.83 Persons required to make statements with respect to marihuana lost or destroyed.**

(a) *Persons having title to marihuana lost or destroyed through breakage of container or other accident, other than in transit.* To keep a copy of affidavit, forwarded to narcotic district supervisor, as to the kind and quantity of marihuana items lost or destroyed and the circumstances involved.

(b) *Consignees of marihuana lost by theft, or otherwise lost or destroyed in transit.* To retain a copy of the sworn statement of the facts, filed with the nar-

cotic district supervisor immediately upon ascertainment of the occurrence, including a list of marihuana items stolen, lost, or destroyed, and documentary evidence that the local authorities were notified.

Retention period: Not specified. 26 CFR 152.97

**4.84 Persons desiring to discontinue a business, involving the use of marihuana, on any date other than June 30.**

To retain on file with marihuana records special-tax stamps returned by district director after being marked "Business discontinued" with the date.

Retention period: 2 years. 26 CFR 152.98

**4.85 Marihuana registrants disposing of excess, undesirable, or useless marihuana.**

To retain copies of inventories of excess, undesirable, or useless marihuana shipped to narcotic district supervisor.

Retention period: 2 years. 26 CFR 152.98

**4.86 Manufacturers of white phosphorus matches.**

To keep a daily record on a prescribed form showing the total of each material used each day and the total number of matches produced, and the number of stamped packages and original packages in which packed, also the total number of stamped packages and original packages, together with the total number of matches disposed of each day. To also keep the names of customers to whom matches are consigned and the quantities so sold.

Retention period: Not specified. 26 CFR 300.20, 300.23

**4.87 Manufacturers of filled cheese.**

To keep a daily record of the number of pounds of each material used by him in the manufacture of filled cheese and the number of pounds of each such kind of material used for purposes other than the manufacture of filled cheese; the number of taxable pounds of filled cheese produced; the number of taxable pounds of filled cheese disposed of in each instance, name of person to whom shipped or delivered, date of shipment or delivery, and the address to which sent; the number of taxable pounds of filled cheese returned to the factory in each instance, name of person by whom returned, date of receipt, and address from which returned; the number of taxable pounds of filled cheese reworked, dumped, or destroyed; and the total values of filled-cheese stamps purchased and used. A duplicate of the return shall also be kept.

Retention period: 4 years. 26 CFR 301.22, 301.23

**4.88 Wholesale dealers in filled cheese.**

To keep a daily record of the number of pounds in each consignment received by him, giving the name and address of the consignor and date of receipt; and the number of pounds disposed of in each instance, name of person to whom shipped or delivered, date of shipment or

delivery, and address to which sent. A duplicate of the return shall also be kept.

Retention period: 4 years. 26 CFR 301.32, 301.33

**4.89 Owners or consignees of imported playing cards.**

To keep copy of received order (Form 923) for purchase of stamps for payment of tax on imported playing cards.

Retention period: 3 years following the close of the year in which the stamps were purchased. 26 CFR 305.19

**4.90 Importers of playing cards.**

To keep copy of received order form for tax stamps in payment of tax on imported playing cards, showing name and address of person by whom imported, name of foreign country, quantity of cards imported, number and value of stamps, and total value of all stamps.

Retention period: 3 years following the close of the year in which the stamps were purchased. 26 CFR 305.19

**4.91 Processors of coconut and other vegetable oils.**

To keep on file accurate records and accounts (and in detail as specified) with respect to such processing. A separate record must be kept for each plant where oil or oils are processed. A complete and detailed record of each overpayment, for which claim for refund or credit is filed, must also be kept.

Retention period: 4 years from the date the tax became due, and, with respect to overpayments, 4 years from the date a claim for credit or refund has been filed. 26 CFR 306.8, 306.19

**4.92 Manufacturers of adulterated and process or renovated butter.**

(a) To keep records showing (1) the number of pounds of each material or ingredient used in the production of adulterated and process or renovated butter, and the number of pounds of such materials used for other purposes, (2) the number of pounds of adulterated and process or renovated butter produced, (3) the number of pounds in each lot disposed of, the name of the consignee, the address to which delivered, and the date of shipment, (4) the number of pounds in each lot returned to the factory, the name of the person by whom returned, the address from which returned, and the date of receipt, (5) the number of pounds reworked, disposed of as grease, or otherwise destroyed, (6) the total value of adulterated and process or renovated butter tax stamps purchased and used.

(b) To record (1) sample packages of taxpaid adulterated and process or renovated butter distributed gratuitously in the same manner as adulterated and process or renovated butter which is sold, (2) transfers by a manufacturer to himself as a wholesale or retail dealer in the same manner as a transfer to another person, (3) deliveries of adulterated and process or renovated butter to each address separately, where one person is doing business at different places, as in the case of chain stores, (4) shipments of adulterated and process or renovated butter to one person on the order of another person in the name and address

of the consignee, followed by "acc't of" and the name and address of the person for whose account the shipment was made, but not consignments on orders in the names of agents, solicitors, or other persons transmitting an order for another party. Carbon duplicates of complete returns and copies of certificates executed by officer supervising the dumping and repacking of adulterated and process or renovated butter shall also be retained.

Retention period: 4 years. 26 CFR 310.109, 310.123

**4.93 Wholesale dealers in adulterated and process or renovated butter.**

(a) To keep records showing (1) the number of pounds in each consignment of adulterated and process or renovated butter received, the name and address of the consignor, and the date of receipt, and (2) the number of pounds in each lot disposed of, the name of the consignee, the address to which delivered, and the date of shipment.

(b) To record (1) sample packages of taxpaid adulterated and process or renovated butter received and disposed of gratuitously in the same manner as adulterated and process or renovated butter which is purchased and sold, (2) transfers by a wholesale dealer to himself as a retail dealer in the same manner as a sale to another person, (3) deliveries of adulterated and process or renovated butter to each address separately, where one person is doing business at different places, as in the case of chain stores, (4) shipments of adulterated and process or renovated butter to one person on the order of another person in the name and address of the consignee followed by "acc't of" and the name and address of the person giving the order, but not receipts of adulterated and process or renovated butter which a wholesale dealer orders delivered direct to a third party, nor consignments in the name of agents, solicitors, or other persons transmitting orders for other parties, (5) returns of adulterated and process or renovated butter by customers separately from other receipts, returns of adulterated and process or renovated butter to manufacturers or other wholesale dealers separately from other disposals, and sales of repossessed goods with other disposals. Carbon duplicates of returns shall also be retained.

Retention period: 4 years. 26 CFR 310.115, 310.127

**4.94 Persons who manufacture manufactured sugar.**

(a) To keep an accurate record of the manufacturing done by them, separately at and for each place where the manufacturing is done, showing (1) the quantity of manufactured sugar and other sugar on hand at the beginning of, received during, and on hand at the end of the month, (2) the quantity of manufactured sugar produced, sold, and used in the production of other articles for sale during the month, and (3) the polaroscopic test or total sugars of each grade and type of sugar and manufactured sugar.

(b) Records shall contain sufficient information to enable Commissioner to de-

termine amount of tax due, and shall be kept of all transactions involved in any way in any claim or deduction based upon an exemption, or in connection with any claim for payment, refund, credit, or abatement.

Retention period: 4 years. 26 CFR 312.504

**4.95 Persons required to file returns and pay tax on the sale or use of gasoline, lubricating oil, or matches.**

To keep accurate and complete records, including accounts with respect to sales or use of gasoline, lubricating oil, or matches. Duplicates of returns, supporting information with respect to exempt or taxfree sales, and complete and detailed records of overpayments, for which credit is taken or refund is claimed, must also be kept.

Retention period: 4 years from the date the tax became due, or, in the case of exempt or tax-free sales, 4 years from the last day of the month immediately following that in which the sale occurs, or, in the case of overpayments, 4 years from the date credit is taken or refund is claimed. 26 CFR 314.23, 314.60, 314.62, 314.64

**4.96 Persons liable to pay floor stocks tax on gasoline held on November 1, 1951.**

To keep records showing payment of floor stocks tax on gasoline, including the duplicate of the return, inventories, and other relevant papers and material. Persons holding gasoline at more than one location shall keep separate inventories for each location (one copy at each location and one copy at the principal place of business) consolidated into a single inventory at the principal place of business.

Retention period: 4 years from the date the tax is due. 26 CFR 314.71, 314.73, 314.74

**4.97 Persons required to file a return and pay tax on the sale or use of any article subject to manufacturers' excise tax, or disposing of articles free of tax.**

To keep accurate records, including duplicates of returns, and accounts of all transactions. To keep, in the case of dispositions of products to other manufacturers free of tax, accurate records of all such transactions including certificates from purchasers certifying to the fact that the products are purchased for further manufacture of taxable articles, with supporting invoices, etc. To maintain evidence with respect to sales for export, or shipment to a possession of the United States, and sales to States or political subdivisions thereof, upon which no tax is due, and other tax-free sales, and evidence required to support a claim for credit or refund.

Retention period: 4 years from the date the tax became due; with respect to tax-free sales, for a period of 4 years from the last day of the month following the month in which the sale was made; and with respect to credits or refunds, 4 years from the date any credit is taken or refund is claimed. 26 CFR 316.7, 316.23, 316.24, 316.26, 316.28, 316.29,

316.61a, 316.63, 316.72, 316.81, 316.121, 316.200, 316.202, 316.204, 316.204a

**4.98 Persons dealing in, handling, or receiving articles exempt from manufacturers' excise tax.**

To keep certificates, which are not turned over to manufacturers of articles, together with proper records, supporting orders, and invoices with respect to exempt sales.

Retention period: 4 years from the last day of the month following the month in which the sale was made. 26 CFR 316.22, 316.26, 316.27, 316.28, 316.72, 316.204

**4.99 Persons required to file a return and pay tax on the sale of an article at retail.**

To keep accurate records, including duplicates of returns, and accounts of all transactions. To maintain evidence of sales at retail for export, or shipment to a possession of the United States, sales at retail to the United States, States, or Territories of the United States, political subdivisions thereof, or District of Columbia, sales for resale, and sales at retail of articles for religious purposes which could also be used for nonreligious purposes, upon which no tax is due. To keep also a complete and detailed record of each overpayment.

Retention period: 4 years from the date the tax became due; in the case of tax-free sales, 4 years from the last day of the month following the month in which the sale was made; and, with respect to overpayments, 4 years from the date the credit is taken or the refund is claimed. 26 CFR 320.20, 320.21, 320.22, 320.23, 320.37, 320.72, 320.76

**4.100 Persons claiming exemption for tax on sale of diesel fuel.**

(a) *Sales to a State or Territory of the United States, or a political subdivision thereof, or the District of Columbia.* To be prepared to produce evidence, such as clearly identified orders or contracts of a State, Territory of the United States, or a political subdivision thereof, or the District of Columbia, of right to exemption.

(b) *Sales for export and shipments to possessions of the United States.* To maintain adequate records to establish that the liquid was sold for export and documentary evidence that it was in fact exported.

Retention period: 4 years from the last day of the month following the month in which the sale was made. 26 CFR 324.30, 324.31, 324.33, 324.42

**4.101 Persons required to file a return and pay tax on the sale or use of diesel fuel.**

To keep accurate records and accounts of all taxable transactions. To keep also a complete and detailed record of each overpayment.

Retention period: 4 years from the date the tax became due, and with respect to overpayments, 4 years from the date the credit is taken or refund is claimed. 26 CFR 324.42, 324.45

**4.102 Persons required to pay excise tax on wagering.**

To keep records as will clearly show as to each day's operation: (a) Gross

## RULES AND REGULATIONS

amount of all wagers accepted; (b) gross amount of each class or type of wager accepted on each separate event, contest, or other wagering medium; (c) separately, the gross amount of wagers: (1) accepted directly by the taxpayer or at any registered place of business of the taxpayer (other than laid-off wagers), (2) accepted for his account by agents at other than a registered place of business of the taxpayer (other than laid-off wagers), (3) accepted as laid-off wagers from persons subject to the excise tax; (d) with respect to wagers laid-off with others: (1) The name, address and registration number of each person with whom placed, (2) the gross amount laid-off with each person showing separately the gross amounts of laid-off wagers with respect to each contest, event, or other wagering medium; and (e) the gross amount of tax collected from or charged to bettors as a separate item. To keep, in the case of the taxpayer's employees or agents receiving wagers on his behalf, separate records showing the name, address, the period of employment of, and number of the special tax stamp issued to, such employee or agent. To also keep duplicates of returns and a complete and detailed record of each overpayment.

Retention period: 4 years from the date the tax became due, and with respect to overpayments, 4 years from the date the credit is taken or the refund is claimed. 26 CFR 325.32, 325.35

**4.103 Persons paying excise tax on wagers claiming credit or refund of tax on laid-off wagers.**

To keep a complete and detailed record of each laid-off wager including a copy of the certificate obtained from the person accepting the laid-off wager in support of the claim.

Retention period: 4 years from the date any credit is taken or refund is claimed. 26 CFR 325.34

**4.104 Persons engaged in receiving wagers for or on behalf of another person at any place other than a registered place of business of such other person.**

To keep daily records showing, (a) the gross amount of wagers received, (b) the amount retained as a commission or as compensation, (c) the amount turned over to the person for whom the wagers were received and such person's name and address.

Retention period: 4 years from the date the wager was received. 26 CFR 325.51

**4.105 Persons liable for floor stocks taxes on vehicles, highway tires, tread rubber, or gasoline.**

To keep (a) records of separate specified inventories and copies of returns and other relevant papers and material, and (b) claimant's records of claim for refund, credit, or abatement.

Retention period: (a) At least 3 years after the date the tax becomes due or the date the tax is paid, and (b) at least 3 years after the date the claim is filed. 26 CFR (1954) 40.4226-4, 40.4226-8

**4.106 Manufacturers, producers, or importers selling automobile tires or tread rubber.**

To maintain records of tires sold with metal rims or rim bases attached which will establish what portion of the finished product represents the weight of the tire exclusive of the metal rim or base; and for tax-free sales of tread rubber, to retain exemption certificates and to keep records of invoices, orders, etc. for inspection by the district director.

Retention period: Not specified. 26 CFR (1954) 40.4073-3

**4.107 Persons subject to the tax on use of certain highway motor vehicles.**

(a) *Person in whose name vehicle registered.* Every person in whose name any highway motor vehicle having a taxable gross weight in excess of 26,000 pounds is registered at any time in the taxable year shall keep certain specified records with respect to each vehicle to enable the district director to determine whether such person is liable for the tax and, if so, the amount thereof.

(b) *Transit systems.* Every person engaged in the operation of a transit system shall keep records sufficient to show, with respect to each taxable year, whether he meets the 60-percent passenger fare revenue test for the period prescribed as the test period for such system for such taxable year.

(c) *Claimants.* Any person claiming refund, credit, or abatement of the tax, interest, additional amount, addition to the tax, or assessable penalty, shall keep a complete and detailed record with respect to the claim.

Retention period: Records required by paragraphs (a) and (b) shall be maintained for a period of at least 3 years after the date the tax becomes due or the dates the tax is paid, whichever is later. Records required by paragraph (c) (including any record required by paragraph (a) or (b) which relates to the claim) shall be maintained for a period of at least 3 years after the date the claim is filed. 26 CFR (1954) 41.6001-1

**4.108 Manufacturers of filled cheese and playing cards.**

To keep original permits to withdraw products from factory free of tax for use of the United States and daily entries of each withdrawal in revenue book or other Government record.

Retention period: Not specified. 26 CFR 450.4, 450.6

**LIQUORS**

**4.109 Importers of bottled distilled spirits and persons bringing bottled distilled spirits into the United States from the Virgin Islands (other than tourists).**

To maintain record of transactions in strip stamps (Form 96).

Retention period: 2 years. 26 CFR (1954) 170.30 (retention: 250.271, 250.272, 251.131, 251.132)

**4.110 Operators of industrial alcohol plants, denaturing plants, and industrial alcohol bonded warehouses.**

To keep records pertaining to distilled spirits redistilled at industrial alcohol

plants, and distilled spirits transferred in bond to, or removed for an authorized purpose from, industrial alcohol plants, denaturing plants, and industrial alcohol bonded warehouses (under 26 CFR Part 171), such records to be maintained in accordance with 26 CFR Part 171, and applicable provisions of 26 CFR (1954) Part 182.

Retention period: 3 years. 26 CFR 171.256 (retention: 26 CFR (1954) 182.324)

**4.111 Proprietors of registered distilleries, fruit distilleries, and internal revenue bonded warehouses.**

To keep records of distilled spirits produced, redistilled, or transferred in bond, under 26 CFR Part 171, and applicable provisions of 26 CFR (1954) Parts 220, 221, 225.

Retention period: At least 2 years. 26 CFR 171.237, 171.244 (retention: 26 CFR (1954) 220.760, 221.775, 225.1127)

**4.112 Proprietors of distilleries, industrial alcohol plants and bonded warehouses, and internal revenue bonded warehouses engaged in national emergency transfers of distilled spirits (under 26 CFR Part 171).**

To keep such other records as the Commissioner may deem necessary to meet the requirements of the national defense.

Retention period: Not specified, but regulations and operations under them cease to be effective 5 years from date of enactment of sec. 3183 I.R.C. Public Law 517, 85th Congress, extends effective period to July 11, 1960. 26 CFR 171.279, 171.280.

**4.113 Persons disposing of materials used in manufacturing distilled spirits.**

To keep records and returns pertaining to the disposition of substances or articles of the character used in the manufacture or recovery of distilled spirits.

Retention period: 3 years. 26 CFR (1954) 173.20 (retention: 173.25)

**4.114 Importers and bottlers of distilled spirits.**

To keep commercial records covering receipt, disposition, and stocks of all liquor bottles.

Retention period: 2 years. 26 CFR (1954) 175.64 (retention: 175.73)

**4.115 Persons ordering liquor bottles.**

To keep in his place of business a copy of each order and the original report of shipment or delivery.

Retention period: 2 years. 26 CFR (1954) 175.73

**4.116 Manufacturer-consignor of liquor bottles.**

To keep original order for liquor bottles and copy of report of shipment or delivery.

Retention period: 2 years. 26 CFR (1954) 175.73

**4.117 Manufacturers, bottlers, and importers of liquor bottles.**

To keep records relating to manufacture, shipment, delivery, purchase, use or sale of all liquor bottles as may be

required by the assistant regional commissioner from time to time.

Retention period: 2 years. 26 CFR (1954) 175.74 (retention: 175.73)

4.118 Proprietors, permittees, or other persons charged with keeping records under industrial alcohol regulations.

To keep all required records and copies of all reports submitted available for inspection by internal revenue officers.

Retention period: 3 years, but the assistant regional commissioner may require retention up to 6 years where copies of the records are not filed with an office of the Alcohol and Tobacco Tax Division. 26 CFR (1954) 182.324

4.119 Persons authorized by Director, Alcohol and Tobacco Tax Division, to conduct experimental operations in connection with production of alcohol.

To keep such records as prescribed by Director.

Retention period: 3 to 6 years. 26 CFR (1954) 182.328 (retention: 182.324)

4.120 Proprietors of industrial alcohol plants.

To keep commercial records of all materials received on industrial alcohol plant premises intended for use in production of alcohol.

Retention period: 3 years. 26 CFR (1954) 182.335 (retention: 182.324)

4.121 Proprietors of industrial alcohol plants.

To keep a separate record on Form 1442 for each process of fermentation where materials are used primarily for the production of substances other than alcohol, and such materials produce a small amount of ethyl alcohol as a by-product.

Retention period: 3 years. 26 CFR (1954) 182.341 (retention: 182.324)

4.122 Proprietors of industrial alcohol plants.

To keep materials slips which show date, kind and quantity of materials used, and the serial numbers of the fermenters filled, together with such other information as may be required.

Retention period: At least 1 year. 26 CFR (1954) 182.343

4.123 Proprietors of industrial alcohol plants.

To keep a file copy of each Form 1440 covering details of alcohol gauged for withdrawal from the plant.

Retention period: 3 years. 26 CFR (1954) 182.455b (retention: 182.324)

4.124 Proprietors of industrial alcohol plants.

To keep a daily record of industrial alcohol plant operations on Form 1442, Proprietor's Report of Operations at Industrial Alcohol Plant.

Retention period: 3 years. 26 CFR (1954) 182.456, 182.461 (retention: 182.324)

4.125 Proprietors of industrial alcohol plants who maintain taxpaid store-rooms in connection with such plants.

To keep Form 52-E, Monthly Record and Report of Importer or Proprietor of

Tax-Paid Premises, of all alcohol received and disposed of at such taxpaid premises.

Retention period: 2 years. 26 CFR (1954) 182.456a (retention: 182.648)

4.126 Proprietors of industrial alcohol bonded warehouses.

To keep a file copy of each Form 1440 covering the details of alcohol gauged for deposit or withdrawal in or from the warehouse.

Retention period: 3 years. 26 CFR (1954) 182.643-182.643h (retention: 182.324)

4.127 Proprietors of industrial alcohol bonded warehouses.

To keep file copies of monthly Form 1443-A, Report of Uncoopered Alcohol, and Form 1443-B, Report of Alcohol in Packages.

Retention period: 3 years. 26 CFR (1954) 182.647 (retention: 182.324)

4.128 Proprietors of industrial alcohol bonded warehouses.

To keep a file copy of Form 1440 and Form 1456, Application and Permit to Withdraw Alcohol for Exportation.

Retention period: 3 years. 26 CFR (1954) 182.601 (retention: 182.324)

4.129 Proprietors of industrial alcohol bonded warehouses who maintain taxpaid storerooms in connection with such plants.

To keep Form 52-E, Monthly Record and Report of Importer or Proprietor of Tax-Paid Premises or Record 52 for bottled alcohol only.

Retention period: 2 years. 26 CFR (1954) 182.648

4.130 Proprietors of industrial alcohol bonded warehouses who maintain taxpaid premises in connection with such warehouses.

To keep records of transactions on Form 52-E, or Record 52, or both.

Retention period: 2 years. 26 CFR (1954) 182.648

4.131 Proprietors of industrial alcohol plants or bonded warehouses who keep records on Form 52-E, or Form 52-F, or Record 52.

In lieu of entering serial numbers of cases or packages on such records, may, if approved, keep a separate record showing such information.

Retention period: 2 years. 26 CFR (1954) 182.648

4.132 Proprietors of industrial alcohol plants or bonded warehouses.

To keep file copies of monthly summary reports on Form 338 (where Record 52 is kept).

Retention period: 2 years. 26 CFR (1954) 182.648

4.133 Proprietors of industrial alcohol plants or bonded warehouses selling or offering for sale warehouse receipts.

To keep record of purchases and sales of warehouse receipts (Form 52-F).

Retention period: 3 years. 26 CFR (1954) 182.648a-182.648b (retention: 182.324)

4.134 Proprietors of industrial alcohol plants.

To keep copy of Form 1697, report of distilled spirits stamps.

Retention period: 3 years. 26 CFR (1954) 182.648c (retention: 182.324)

4.135 Persons holding permits to use tax-free alcohol.

To keep file copies of monthly Form 1451, report of tax-free alcohol.

Retention period: 3 years. 26 CFR (1954) 182.669 (retention: 182.324)

4.136 Persons who hold permits to use tax-free alcohol and who receive such alcohol from GSA.

To keep file copies of monthly Form 1451, Report of Tax-Free Alcohol.

Retention period: 3 years. 26 CFR (1954) 182.671a (retention: 182.324)

4.137 Denaturers.

To keep records showing symbols and serial numbers of packages furnished their agents for filling with completely denatured alcohol and such records of packages filled and disposed of by the denaturers or for their account at places other than the denaturing plant or filling agency, including symbols and serial numbers, as will enable internal revenue officers to trace receipts and disposals.

Retention period: 3 years. 26 CFR (1954) 182.727

4.138 Denaturers agents.

To keep such records of receipt and disposition of completely denatured alcohol, including the symbol and serial numbers of packages, as will permit the tracing of the receipt and disposal of such alcohol by the assistant regional commissioner.

Retention period: 3 years. 26 CFR (1954) 182.727

4.139 Proprietors of denaturing plants.

To keep a file copy of each Form 1466 as a record of the alcohol and denaturants used and the denatured alcohol produced each day, and a copy of each Form 1467 as a record of packages filled.

Retention period: 3 years. 26 CFR (1954) 182.781-182.784 (retention: 182.324)

4.140 Proprietors of denaturing plants.

To keep a file copy of each Form 1440 and 1520 covering alcohol and distillates received at denaturing plant and each Form 1453-A and 1473 covering withdrawals.

Retention period: 3 years. 26 CFR (1954) 182.785, 182.788 (retention: 182.324)

4.141 Proprietors of denaturing plants.

To keep monthly records on Forms 1468-A, B, C, D, E, and F, showing all alcohol and denaturant transactions during the month.

Retention period: 3 years. 26 CFR (1954) 182.787 (retention 182.324)

4.142 Dealers and manufacturers receiving, storing, selling, or using as much as 11 drums or barrels of completely denatured alcohol in a calendar month.

To keep records of receipt, storage, and disposition of completely denatured alcohol.

## RULES AND REGULATIONS

Retention period: 3 years. 26 CFR (1954) 182.796

**4.143 Manufacturers of and dealers in proprietary anti-freeze solutions.**

To keep records of production, receipt, and disposition of proprietary anti-freeze solutions.

Retention period: 3 years, or, if required by assistant regional commissioner, up to 6 years. 26 CFR (1954) 182.805 (retention: 182.324)

**4.144 Bonded dealers and users of specially denatured alcohol.**

To keep a file copy of each Form 1473 covering shipment of specially denatured alcohol received.

Retention period: 3 years. 26 CFR (1954) 182.811a, 182.821, 182.835a (retention: 182.324)

**4.145 Bonded dealers holding permits to deal in specially denatured alcohol.**

To keep a record of all specially denatured alcohol transactions on Form 1478.

(Retention period: 3 years. 26 CFR (1954) 182.822 (retention: 182.324)

**4.146 Producers of proprietary solvents and lacquer thinners, and users thereof who receive such products in tank car, tank wagon, or tank truck shipments.**

To keep records of receipt and disposition.

Retention period: 3 to 6 years. 26 CFR (1954) 182.848 (retention: 182.324)

**4.147 Persons holding permit to procure bulk toiletries (made with specially denatured alcohol) for reprocessing, bottling or rebottling, and resale.**

To keep record of reprocessing operations on Record 133, and record of receipt and disposition on Record 134.

Retention period: 3 to 6 years. 26 CFR (1954) 182.860 (retention: 182.324)

**4.148 Manufacturers who use specially denatured alcohol and who also use isopropyl alcohol on same premises.**

To keep a manufacturing record of transactions in isopropyl alcohol.

Retention period: 3 years. 26 CFR (1954) 182.866 (retention: 182.324)

**4.149 Manufacturers holding permits to use specially denatured alcohol or to recover denatured alcohol or articles for reuse.**

To keep copy of each monthly report of transactions, Form 1482.

Retention period: 3 years. 26 CFR (1954) 182.874 (retention: 182.324)

**4.150 Persons holding permits to use specially denatured alcohol in excess of 25 wine gallons per calendar month in the manufacture of certain articles.**

To keep copies of all invoices covering purchase of materials and disposition of manufactured articles; manufacturing record to be kept on Record 133, and accounting of the manufactured articles, on Record 134 (substitute records, if approved, may be maintained).

Retention period: 3 to 6 years. 26 CFR (1954) 182.875 (retention: 182.324)

**4.151 Dealers in and users of denatured rum.**

To keep, insofar as applicable, the same records prescribed for dealers in and users of specially denatured alcohol.

Retention period: 3 to 6 years. 26 CFR (1954) 182.880-182.882 (retention: 182.324)

**4.152 Persons holding permits to use specially denatured alcohol in the manufacture of stated articles, and persons holding permits to use not more than 25 wine gallons per month of specially denatured alcohol in the manufacture of certain toilet articles.**

To keep copies of all invoices covering purchase of materials and disposition of manufactured articles, and to keep daily records of the receipt, use, and inventory of each formula of specially denatured alcohol, and the manufacture of articles.

Retention period: 3 to 6 years. 26 CFR (1954) 182.875 (retention: 182.324)

**4.153 Carriers holding a basic permit to transport tax-free or specially denatured alcohol, or undenatured ethyl alcohol in tank trucks.**

To keep record (in book form) showing name and address of consignor and consignee of alcohol received for transportation; kind and quantity of alcohol contained in each package or other container, and date of shipment. Where delivery is made to any branch or agency of the United States Government, the carrier is required to obtain, for his own files, a receipt showing the name of the individual receiving the shipment.

Retention period: 3 to 6 years. 26 CFR (1954) 182.909, 182.912 (retention: 182.324)

**4.154 Wholesale liquor dealers.**

To keep daily commercial records of the physical receipt and disposition of distilled spirits, and a daily recapitulation record showing in wine gallons total quantities distilled spirits received and disposed of during the day.

Retention period: 2 years. 26 CFR (1954) 194.210, 194.216, 194.217, 194.221 (retention: 194.234)

**4.155 Wholesale dealers in wines and wholesale beer dealers.**

To keep complete record of quantities of wine and beer received, showing date and from whom received.

Retention period: At least 2 years. 26 CFR (1954) 194.211 (retention: 194.234)

**4.156 Wholesale liquor dealers.**

To keep file copies of Forms 52A, 52B, 338 and recapitulation records.

Retention period: 2 years. 26 CFR (1954) 194.233 (retention: 194.234)

**4.157 Proprietors of industrial alcohol plants or bonded warehouses, registered distilleries, fruit distilleries, internal revenue bonded warehouses, taxpaid bottling houses, and rectifying plants.**

To keep records of their wholesale activities in accordance with the regulations governing the operations of each such premise.

Retention period: At least 2 years. 26 CFR (1954) 194.215 (retention: 194.234)

**4.158 Retail liquor dealers and retail beer dealers.**

To keep a record in book form, or keep all invoices or bills for distilled spirits, wines or beer received.

Retention period: At least 2 years. 26 CFR (1954) 194.229 (retention: 194.234)

**4.159 Wholesale liquor dealers.**

To keep records showing the bulk alcohol received, dumped, packaged, and disposed of, and the name and address of each consignor and consignee; documents or copies of documents supporting such records; and copies of monthly report of red strip stamp transactions (Form 2260) and of alcohol transactions (Form 52 D).

Retention period: 2 years. 26 CFR (1954) 194.260 (retention: 194.234)

**4.160 Wholesale liquor dealers.**

To keep records, and copies of monthly report (Form 338), of all transactions relating to wines or distilled spirits stored for export with benefit of drawback.

Retention period: 2 years. 26 CFR (1954) 194.275, 252.82a (retention: 194.234)

**4.161 Proprietors of vinegar factories.**

To keep (a) records of operations reflecting receipt and disposition of each lot of fermenting and distilling material; kind and quantity of fermenting material used; quantity of mash set, distilling material produced and used, low wines produced, and vinegar produced and removed; date of transaction or operation; and identity of each consignor or consignee and (b) duplicate copy of report of monthly summary account of fermenting and distilling materials, low wines, and vinegar.

Retention period: At least 2 years. 26 CFR (1954) 195.175, 195.176 (retention: 195.177)

**4.162 Manufacturer or vendor of distilling apparatus.**

To keep record covering manufacture, receipt and removal of still when sold to a person intending to use still for purposes other than for distilling (as defined in 26 CFR 196.10) to show purchaser's name, address, purpose for which still bought, etc.

Retention period: 2 years. 26 CFR (1954) 196.80

**4.163 Vendors removing distilling apparatus for exportation without payment of tax.**

To keep copy of bill of lading.

Retention period: At least 2 years. 26 CFR (1954) 196.82

**4.164 Manufacturers of nonbeverage products.**

To keep copies of approved quantitative formulas (Form 1678).

Retention period: Not specified. 26 CFR (1954) 197.95

**4.165 Manufacturers of nonbeverage products.**

To keep records showing use of distilled spirits in approved nonbeverage products.

Retention period: Not less than 2 years. 26 CFR (1954) 197.130, 197.131 (retention: 197.132)

## 4.166 Proprietors of concentrate plants.

To keep records showing receipt and use of materials and manufacture and disposition of volatile fruit flavor concentrates.

Retention period: Not less than 2 years. 26 CFR (1954) 198.185, 198.186 (retention: 198.187)

## 4.167 Proprietors of concentrate plants.

To keep file copies of Forms 1695, monthly summary report of fruit flavor concentrate plant.

Retention period: Not less than 2 years. 26 CFR (1954) 198.190

## 4.168 Proprietors of distillery denaturing bonded warehouses.

To keep a file copy of gauge report Form 577.

Retention period: At least 2 years. 26 CFR (1954) 216.196 (retention: 216.317)

## 4.169 Proprietors of distillery denaturing bonded warehouses.

To keep daily records of all samples of denatured rum furnished by the proprietor.

Retention period: At least 2 years. 26 CFR (1954) 216.214 (retention: 216.317)

## 4.170 Proprietors of distillery denaturing bonded warehouses exporting denatured rum.

To keep a copy of the bill of lading covering shipment and to maintain records of the removal of the denatured rum from the warehouse.

Retention period: At least 2 years. 26 CFR (1954) 216.243 (retention: 216.317)

## 4.171 Proprietors of distillery denaturing bonded warehouses.

To keep a file copy of Form 1545, Exportation of Denatured Rum.

Retention period: At least 2 years. 26 CFR (1954) 216.243 (retention: 216.317)

## 4.172 Proprietors of distillery denaturing bonded warehouses.

To keep a copy of Form 597, Report of Shipment.

Retention period: At least 2 years. 26 CFR (1954) 216.266 (retention: 216.317)

## 4.173 Proprietors of distillery denaturing bonded warehouses.

To keep file copy of shipment of denatured rum to the United States or any governmental agency thereof (Form 1453-A).

Retention period: At least 2 years. 26 CFR (1954) 216.268 (retention: 216.317)

## 4.174 Proprietors of distillery denaturing bonded warehouses.

To keep detailed daily records of denaturing operations and copies of monthly report pertaining thereto (Form 575), which shall contain all data necessary to identify and to trace the movement of each lot of rum from receipt to disposition.

Retention period: At least 2 years. 26 CFR (1954) 216.315, 216.316 (retention: 216.317)

## 4.175 Proprietors of distillery denaturing bonded warehouses.

To maintain records of denatured rum returned to the warehouse by a

bonded dealer or manufacturer or by the carrier.

Retention period: At least 2 years. 26 CFR (1954) 216.325 (retention: 216.317)

## 4.176 Proprietors of registered distilleries.

To keep records of all materials received on the distillery premises for use in the production of distilled spirits.

Retention period: Not less than 2 years. 26 CFR (1954) 220.367 (retention: 220.760)

## 4.177 Proprietors of registered distilleries.

To keep records of all removals of distilled water showing date of removal, name and address of consignee, and quantity removed.

Retention period: At least 2 years. 26 CFR (1954) 220.424 (retention: 220.760)

## 4.178 Proprietors of registered distilleries.

To keep records of removals of fusel oil showing date of removal, name and address of consignee, and quantity removed.

Retention period: At least 2 years. 26 CFR (1954) 220.433 (retention: 220.760)

## 4.179 Proprietors of registered distilleries.

To keep records relating to destruction of washwater showing date of destruction and quantity (proof gallons) destroyed.

Retention period: At least 2 years. 26 CFR (1954) 220.434 (retention: 220.760)

## 4.180 Proprietors of registered distilleries.

To keep copies of monthly report (Form 2260) of distilled spirits excise tax stamps.

Retention period: At least 2 years. 26 CFR (1954) 220.586

## 4.181 Proprietors of registered distilleries.

To maintain records of loss of distilled spirits showing nature and extent of loss, date loss was discovered, and proof gallons lost.

Retention period: At least 2 years. 26 CFR (1954) 220.649 (retention: 220.760)

## 4.182 Proprietors of registered distilleries.

To keep daily records of production and copies of monthly report pertaining thereto (Form 1598), including data necessary to identify and trace the movement of all materials and spirits through the various processes from the use of the materials to the deposit of the finished spirits in receiving cisterns.

Retention period: At least 2 years. 26 CFR (1954) 220.755 (retention: 220.760)

## 4.183 Proprietors of registered distilleries.

If distillates from two or more types of mash are in process at the same time, to keep separate records for each type of distillate showing the deposits to the various stills for redistillation, redeposits in unfinished spirit tanks, and other movement of the distillates.

Retention period: At least 2 years. 26 CFR (1954) 220.755 (retention: 220.760)

## 4.184 Proprietors of registered distilleries.

To keep daily records of distilled spirits removed or destroyed, including data necessary to identify each lot of spirits and to verify such removal or destruction.

Retention period: At least 2 years. 26 CFR (1954) 220.756 (retention: 220.760)

## 4.185 Proprietors of registered distilleries.

To keep records, and copies of monthly reports (Form 338), of spirits received and disposed of at taxpaid premises.

Retention period: At least 2 years. 26 CFR (1954) 220.758, 220.759 (retention: 220.760)

## 4.186 Proprietors of fruit distilleries.

To keep records of materials (fermented or unfermented) received for use in the production of brandy.

Retention period: At least 2 years. 26 CFR (1954) 221.355 (retention: 221.775)

## 4.187 Proprietors of fruit distilleries.

To maintain records of undistilled residue of distilling materials showing date of removal, kind of material, quantity, and name and address of each consignee if the material has been disposed of to other persons.

Retention period: At least 2 years. 26 CFR (1954) 221.386 (retention: 221.775)

## 4.188 Proprietors of fruit distilleries.

To maintain records of removals of distilled water showing date of removal, name and address of consignee, and quantity removed.

Retention period: At least 2 years. 26 CFR (1954) 221.425 (retention: 221.775)

## 4.189 Proprietors of fruit distilleries.

To maintain records of removals of fusel oil showing date of removal, name and address of consignee, and quantity removed.

Retention period: At least 2 years. 26 CFR (1954) 221.437 (retention: 221.775)

## 4.190 Proprietors of fruit distilleries.

To keep records relating to destruction of water used for washing or purifying fusel oil showing date of destruction and quantity (proof gallons) destroyed.

Retention period: At least 2 years. 26 CFR (1954) 221.438 (retention: 221.775)

## 4.191 Proprietors of fruit distilleries.

To keep copies of monthly report (Form 2260) of distilled spirits excise tax stamps.

Retention period: At least 2 years. 26 CFR (1954) 221.586

## 4.192 Proprietors of fruit distilleries.

To keep daily records of production and copies of monthly report pertaining thereto (Form 15), including data necessary to identify and trace movement of all materials and brandy through the various processes from the use of the materials to the deposit of the finished brandy in receiving tanks.

Retention period: At least 2 years. 26 CFR (1954) 221.770, 221.772 (retention: 221.775)

## RULES AND REGULATIONS

**4.193 Proprietors of fruit distilleries.**

If distillates from two or more types of materials are produced, to keep separate records for each type of distillate showing by kind, proof, and proof gallons, deposits and redeposits in unfinished brandy tanks, charges to various stills for redistillation, and other movement of distillate.

Retention period: At least 2 years. 26 CFR (1954) 221.770 (retention: 221.775)

**4.194 Proprietors of fruit distilleries.**

To keep daily records of brandy removed or destroyed, including data necessary to identify each lot of brandy and to verify such removal or destruction.

Retention period: At least 2 years. 26 CFR (1954) 221.771 (retention: 221.775)

**4.195 Proprietors of fruit distilleries.**

To keep daily records of transactions at taxpaid premises and copies of monthly report pertaining thereto (Form 338).

Retention period: At least 2 years. 26 CFR (1954) 221.773, 221.774 (retention: 221.775)

**4.196 Proprietors of internal revenue bonded warehouses.**

To keep Forms 1520 and 2323 covering the filling and gauging of consolidated packages.

Retention period: Not specified. (Spirits may be held in bond up to 20 years.) 26 CFR (1954) 170.192

**4.197 Proprietors of internal revenue bonded warehouses.**

To keep file copy of monthly report, Form 2546, of the mingling and consolidation of packages of distilled spirits.

Retention period: 2 years. 26 CFR (1954) 170.196 (retention: 225.1127)

**4.198 Proprietors of internal revenue bonded warehouses.**

To prepare and retain a monthly summary account of all distilled spirits excise tax stamps (Form 2260).

Retention period: At least 2 years. 26 CFR (1954) 225.719

**4.199 Proprietors of internal revenue bonded warehouses.**

To keep daily records of distilled spirits removed from the warehouse and copies of monthly report (Form 52 C) showing quantities of bulk and bottled-in-bond distilled spirits removed from the warehouse.

Retention period: At least 2 years. 26 CFR (1954) 225.1120, 225.1121 (retention: 225.1127)

**4.200 Proprietors of internal revenue bonded warehouses.**

To keep daily records of spirits received and disposed of at taxpaid premises and copies of monthly report pertaining thereto (Form 338).

Retention period: At least 2 years. 26 CFR (1954) 225.1122, 225.1123 (retention: 225.1127)

**4.201 Proprietors of internal revenue bonded warehouses.**

To keep records and reports of distilled spirits which have been bottled or

packaged especially for export with benefit of drawback and which are held at the proprietor's contiguous off-premises export storage.

Retention period: At least 2 years. 26 CFR (1954) 225.1124 (retention: 225.1127)

**4.202 Proprietors of internal revenue bonded warehouses.**

To keep file copies of daily memorandum report and monthly report (Form 2260) of bottled-in-bond strip stamps usage.

Retention period: At least 2 years. 26 CFR (1954) 225.1125, 225.1126 (retention: 225.1127)

**4.203 Proprietors of taxpaid bottling houses (including export storage and contiguous wholesale liquor dealer room).**

To keep records of all operations at the taxpaid bottling house including data necessary to identify and trace movement of distilled spirits and wines from receipt to disposition, and to keep copies of monthly summary report pertaining thereto (Form 52 D).

Retention period: At least 2 years. 26 CFR (1954) 230.280, 230.281, 230.284 (retention: 230.285)

**4.204 Proprietors of taxpaid bottling houses.**

To keep Forms 1440 and 1520 covering distilled spirits received in tank car, tank truck, or by pipeline.

Retention period: At least 2 years. 26 CFR (1954) 230.164 (retention: 230.285)

**4.205 Proprietors of taxpaid bottling houses.**

To keep Forms 230 (with Forms 237 attached, if any) covering each bottling operation.

Retention period: At least 2 years. 26 CFR (1954) 230.202 (retention: 230.285)

**4.206 Proprietors of taxpaid bottling houses.**

To keep copies of daily memorandum report and monthly summary report (Form 2260), of all strip stamps transactions.

Retention period: At least 2 years. 26 CFR (1954) 230.282, 230.283 (retention: 230.285)

**4.207 Proprietors of taxpaid wine bottling houses.**

To keep daily records (and monthly summary) of all wine received at and removed from the premises.

Retention period: 3 years. 26 CFR (1954) 231.110 (retention: 231.114)

**4.208 Proprietors of taxpaid wine bottling houses.**

To keep record of wine bottling operations (Form 2060 or approved substitute record).

Retention period: 3 years. 26 CFR (1954) 231.111 (retention: 231.114)

**4.209 Proprietors of taxpaid wine bottling houses.**

To keep record of wine packaging operations.

Retention period: 3 years. 26 CFR (1954) 231.112 (retention: 231.114)

**4.210 Proprietors of taxpaid wine bottling houses.**

To keep records (including working papers) of all semiannual and special inventories.

Retention period: 3 years. 26 CFR (1954) 231.113 (retention: 231.114)

**4.211 Proprietors of taxpaid wine bottling houses bottling or packaging wine especially for export with benefit of drawback.**

To keep record of operations as prescribed in 26 CFR (1954) Part 231, Subpart H; and to keep file copies of Forms 230 (with Form 1684, if any, attached).

Retention period: 3 years. 26 CFR (1954) 231.114

**4.212 Rectifiers.**

To keep completed Forms 122, Rectifier's Notice of Dumping and Rectification.

Retention period: At least 2 years. 26 CFR (1954) 235.411 (retention: 235.821)

**4.213 Rectifiers.**

To keep copies of Form 2057 showing sparkling wine manufactured by secondary fermentation within the bottle.

Retention period: At least 2 years. 26 CFR (1954) 235.498 (retention: 235.821)

**4.214 Rectifiers.**

To keep completed Forms 237, Report of Rectified Spirits.

Retention period: At least 2 years. 26 CFR (1954) 235.582 (retention: 235.821)

**4.215 Rectifiers.**

To keep completed Forms 230, Notice of Dumping Spirits for Bottling without Rectification.

Retention period: At least 2 years. 26 CFR (1954) 235.693 (retention: 235.821)

**4.216 Rectifiers.**

To keep completed Forms 428, Order for Stamps—Distilled Spirits Bottle Strips.

Retention period: At least 2 years. 26 CFR (1954) 235.749 (retention: 235.821)

**4.217 Rectifiers.**

To keep daily records and copies of monthly report (Form 45) of all operations at the rectifying plant and of all transactions at contiguous wholesale liquor premises.

Retention period: At least 2 years. 26 CFR (1954) 235.815, 235.816, 235.820 (retention: 235.821)

**4.218 Rectifiers.**

To keep copies of daily memorandum report and monthly summary report (Form 2260) of all red strip stamp transactions.

Retention period: At least 2 years. 26 CFR (1954) 235.817, 235.818, 235.819 (retention: 235.821)

**4.219 Proprietors of bonded wine cellars.**

To keep copies of Forms 275 and 1520 showing wine spirits used in the production of wine.

Retention period: 3 to 6 years. 26 CFR (1954) 240.379, 240.904 (retention: 240.924)

## 4.220 Proprietors of bonded wine cellars.

To keep separate records showing quantities of heavy bodied blending wine produced, received, used, shipped, and on hand.

Retention period: 3 to 6 years. 26 CFR (1954) 240.484 (retention: 240.924)

## 4.221 Institutions engaged in experimental wine operations.

To keep appropriate records.

Retention period: 3 to 6 years. 26 CFR (1954) 240.549 (retention: 240.924)

## 4.222 Proprietors of bonded wine cellars.

To keep copies of Forms 703, Transfer of Wine in Bond.

Retention period: 3 to 6 years. 26 CFR (1954) 240.615 (retention: 240.924)

## 4.223 Proprietors of bonded wine cellars.

To keep copies of approved applications authorizing removal of wine free of tax, by States, Territories, District of Columbia, the United States or governmental agency thereof.

Retention period: 3 to 6 years. 26 CFR (1954) 240.726 (retention: 240.924)

## 4.224 Proprietors of bonded wine cellars.

To keep records of all wine samples taken for analysis and testing.

Retention period: 3 to 6 years. 26 CFR (1954) 240.743 (retention: 240.924)

## 4.225 Proprietors of bonded wine cellars.

To keep copies of Forms 257 and 1520 as part of cellar records.

Retention period: 3 to 6 years. 26 CFR (1954) 240.834 (retention: 240.924)

## 4.226 Proprietors of bonded wine cellars.

To keep copy of Form 702, monthly report covering all operations of the bonded wine cellar.

Retention period: 3 to 6 years. 26 CFR (1954) 240.900 (retention: 240.924)

## 4.227 Proprietors of bonded wine cellars.

To keep copies of daily tax returns on Form 2050

Retention period: 3 to 6 years. 26 CFR (1954) 240.901 (retention: 240.924)

## 4.228 Proprietors of bonded wine cellars.

To keep copy of Form 2052 covering specific quantity of wine to be removed when desiring to prepay tax as provided in 26 CFR (1954) 240.593.

Retention period: 3 to 6 years. 26 CFR (1954) 240.902 (retention: 240.924)

## 4.229 Proprietors of bonded wine cellars.

To keep copy of Form 702-C (including working papers) of each semiannual or other inventory taken by him.

Retention period: 3 to 6 years. 26 CFR (1954) 240.903 (retention: 240.924)

## 4.230 Proprietors of bonded wine cellars.

To keep copies of all substitute records approved for use in lieu of Forms 2054 to 2060 inclusive.

Retention period: 3 to 6 years. 26 CFR (1954) 240.916 (retention: 240.924)

Retention period: 3 to 6 years. 26 CFR (1954) 240.905, 240.913 (retention: 240.924)

## 4.231 Proprietors of bonded wine cellars.

To keep copy of Form 2054 (wine fermentation record, showing details of fermentation and amelioration) when engaged in the production of still wine, using a separate Form 2054 for each kind of fruit or primary material used.

Retention period: 3 to 6 years. 26 CFR (1954) 240.906 (retention: 240.924)

## 4.232 Proprietors of bonded wine cellars.

To keep copy of Form 2055, wine reserve inventory record (including working papers).

Retention period: 3 to 6 years. 26 CFR (1954) 240.907 (retention: 240.924)

## 4.233 Proprietors of bonded wine cellars.

To keep copy of Form 2056, record of still wine produced or received.

Retention period: 3 to 6 years. 26 CFR (1954) 240.908 (retention: 240.924)

## 4.234 Proprietors of bonded wine cellars.

To keep copy of Form 2057, record of effervescent wine.

Retention period: 3 to 6 years. 26 CFR (1954) 240.909 (retention: 240.924)

## 4.235 Proprietors of bonded wine cellars.

To keep copy of Form 2058, special natural wine production record.

Retention period: 3 to 6 years. 26 CFR (1954) 240.910 (retention: 240.924)

## 4.236 Proprietors of bonded wine cellars.

To keep copy of Form 2059, record of distilling material or vinegar stock.

Retention period: 3 to 6 years. 26 CFR (1954) 240.911 (retention: 240.924)

## 4.237 Proprietors of bonded wine cellars.

To keep copy of Form 2060, record of wine cases filled where cases are serially numbered at the time of filling.

Retention period: 3 to 6 years. 26 CFR (1954) 240.912 (retention: 240.924)

## 4.238 Proprietors of bonded wine cellars.

To keep record of sugar received, used, and stored, showing kind, quantity, date of receipt, and from whom received.

Retention period: 3 to 6 years. 26 CFR (1954) 240.914 (retention: 240.924)

## 4.239 Proprietors of bonded wine cellars.

To keep separate records of materials received and used.

Retention period: 3 to 6 years. 26 CFR (1954) 240.915 (retention: 240.924)

## 4.240 Proprietors of bonded wine cellars.

To keep complete tank records, or similar records, so that origin may be verified when desiring to account for or dispose of wine under varietal or vintage designations.

Retention period: 3 to 6 years. 26 CFR (1954) 240.916 (retention: 240.924)

## 4.241 Proprietors of bonded wine cellars.

To keep record of use of acids.

Retention period: 3 to 3 years. 26 CFR (1954) 240.917 (retention: 240.924)

## 4.242 Proprietors of bonded wine cellars.

To keep records of chemicals, preservatives, or materials other than acids used in the cellar treatment of wines.

Retention period: 3 to 6 years. 26 CFR (1954) 240.918 (retention: 240.924)

## 4.243 Proprietors of bonded wine cellars.

To keep records of wine baked.

Retention period: 3 to 6 years. 26 CFR (1954) 240.919 (retention: 240.924)

## 4.244 Proprietors of bonded wine cellars.

To keep records of taxpaid removals of wine from bond.

Retention period: 3 to 6 years. 26 CFR (1954) 240.920 (retention: 240.924)

## 4.245 Proprietors of bonded wine cellars.

To maintain a separate record at taxpaid room whether room is maintained on or off bonded premises, showing the quantities, serial numbers, kind and alcohol content of wine received and shipped, including dates of receipt and shipment, and names and addresses of persons to whom shipped.

Retention period: 3 to 6 years. 26 CFR (1954) 240.921 (retention: 240.924)

## 4.246 Persons other than operator of a bonded wine cellar.

To keep Form 1541, Registration for Production of Wine for Family Use, at the place of production.

Retention period: 3 to 6 years. 26 CFR (1954) 240.542 (retention: 240.924)

## 4.247 Brewers.

To keep records of transactions in brewer's yeast, malt, and malt syrup.

Retention period: At least 2 years. 26 CFR (1954) 245.135, 245.136 (retention: 245.232)

## 4.248 Brewers.

To keep copy of Form 2035 on transfer of untaxed beer.

Retention period: At least 2 years. 26 CFR (1954) 245.146 (retention: 245.232)

## 4.249 Brewers.

To keep daily records (Form 2051 or detailed records in lieu of form) reflecting amounts of beer, cereal beverage, and brewing materials in process and quantities of materials received and used in production; amounts of beer and cereal beverage produced, transferred to bottling house and racking room, bottled and racked, removed from the brewery, lost due to breakage or other cause, and amount of finished beer and cereal beverage on hand; and amount of beer consumed at the brewery, removed from the market, returned to the brewery, re-cased and relabeled, reconditioned, and received from other breweries.

Retention period: At least 2 years. 26 CFR (1954) 245.225 (retention: 245.232)

## RULES AND REGULATIONS

## 4.250 Brewers.

To maintain a monthly inventory record of shortages and overages of beer and cereal beverages, and a record of the ballings of the wort produced and of the ballings and alcohol content of the beer and cereal beverage transferred to the bottling house, the racking room, and between breweries in bulk conveyances.

Retention period: At least 2 years. 26 CFR (1954) 245.225 (retention: 245.232)

## 4.251 Brewers.

To keep copies of monthly reports (Form 103) relating to summary of brewery operations.

Retention period: At least 2 years. 26 CFR (1954) 245.226 (retention: 245.232)

## 4.252 Brewers.

To keep copies of tax returns (Form 2034) and supporting records, reporting daily beer sold or removed for taxable purpose.

Retention period: At least 2 years. 26 CFR (1954) 245.229 (retention: 245.232)

## 4.253 Brewers.

To keep record of disposition of unsalable bottled beer in bottling house.

Retention period: 2 years. 26 CFR (1954) 245.230 (retention: 245.232)

## 4.254 Persons, other than tourists, bringing liquors into the United States from Puerto Rico or the Virgin Islands (excepting proprietors of taxpaid premises).

To keep records and copies of reports pertaining to receipt and disposition of such liquors (except while in customs custody) in accordance with 26 CFR (1954) Part 194, "Liquor Dealers."

Retention period: As prescribed in 26 CFR (1954) Part 194. 26 CFR (1954) 250.163, 250.274

## 4.255 Proprietors of taxpaid premises (including industrial alcohol plants or bonded warehouses, registered distilleries, fruit distilleries, and internal revenue bonded warehouses operating taxpaid premises, and taxpaid bottling houses and rectifying plants) bringing liquors into the United States from Puerto Rico or the Virgin Islands.

To keep records and copies of reports of transactions pertaining to such liquors in accordance with regulations governing the operations of each such taxpaid premise.

Retention period: As prescribed for applicable premise. 26 CFR (1954) 250.164, 250.275

## 4.256 Importers of distilled spirits.

To keep daily records and copies of monthly reports of red strip stamp transactions (Form 96).

Retention period: At least 2 years. 26 CFR (1954) 251.130, 251.131, 251.132 (retention: 251.137)

## 4.257 Importers of distilled spirits, wines, or beer (except proprietors of taxpaid premises).

To keep records and copies of reports of the receipt and disposition of such liquors (except while in customs custody).

in accordance with 26 CFR (1954) Part 194, "Liquor Dealers."

Retention period: As prescribed in 26 CFR (1954) Part 194. 26 CFR (1954) 251.133 (retention: 251.137)

## 4.258 Proprietors of taxpaid premises (including industrial alcohol plants or bonded warehouses, registered distilleries, fruit distilleries, and internal revenue bonded warehouses operating taxpaid premises, and taxpaid bottling houses and rectifying plants) importing liquors.

To keep records and copies of reports of transactions pertaining to the importation of such liquors in accordance with regulations governing the operations of each such taxpaid premise.

Retention period: At least 2 years. 26 CFR (1954) 251.134 (retention: 251.137)

## 4.259 Airlines withdrawing distilled spirits or wine from its stock held in customs custody.

To keep copy of requisition.

Retention period: Not specified. 26 CFR (1954) 252.107

## 4.260 Exporters of distilled spirits in distiller's original casks or packages.

To retain copies of Form 696.

Retention period: Not specified. 26 CFR (1954) 252.140

## 4.261 Proprietors of industrial alcohol plants or warehouses withdrawing alcohol for deposit in a foreign-trade zone.

To file copies of Forms 1440 and 1701.

Retention period: Not specified. 26 CFR (1954) 253.49

## 4.262 Denaturers or dealers withdrawing denatured alcohol for deposit in a foreign-trade zone.

To keep file copies of Forms 1701.

Retention period: Not specified. 26 CFR (1954) 253.67

## 4.263 Proprietors of distillery denaturing bonded warehouses withdrawing denatured rum for deposit in a foreign-trade zone.

To keep file copies of Forms 1701.

Retention period: Not specified. 26 CFR (1954) 253.82

## 4.264 Proprietors of registered distilleries, fruit distilleries, or internal revenue bonded warehouses withdrawing distilled spirits for deposit in a foreign-trade zone.

To keep file copies of Forms 1520 and 1701.

Retention period: Not specified. 26 CFR (1954) 253.112

## 4.265 Proprietors of bonded wineries or bonded wine cellars withdrawing wines for deposit in a foreign-trade zone.

To keep file copies of Forms 1701.

Retention period: Not specified. 26 CFR (1954) 253.155

## 4.266 Brewers removing beer, without payment of tax, for deposit in a foreign-trade zone.

To keep file copies of Forms 1689.

Retention period: Not specified. 26 CFR (1954) 253.176

## TOBACCO

## 4.267 Domestic manufacturers of cigarette papers and tubes.

To keep a book record of cigarette papers made up into packages, books, sets, or tubes and the number of tubes sold, and to keep a record of manufacturers and others to whom sold showing the number of tubes so sold tax-free and taxpaid.

Retention period: Not specified. 26 CFR 140.190

## 4.268 Proprietors of bonded sea stores warehouses.

To keep an accurate account of articles received, withdrawn, delivered, transferred, repacked, and on hand.

Retention period: Not specified. 26 CFR 141.14

## 4.269 Proprietors of bonded internal revenue tobacco export warehouses.

To keep an account of tobacco products showing quantities on hand, received, withdrawn, and returned.

Retention period: Not specified. 26 CFR 451.45

## 4.270 Manufacturers of tobacco products and proprietors of bonded internal revenue tobacco export warehouses.

To keep a copy of the appropriate notice of removal in connection with each removal of tobacco products or cigarette papers or tubes, without payment of tax, for delivery to a foreign-trade zone or for return to a factory or warehouse from a foreign-trade zone.

Retention period: Not specified. 26 CFR (1954) 253.382, 253.384

## 4.271 Manufacturers of cigars and cigarettes.

To keep daily records and copies of monthly report (Form 2136) of operations and transactions in connection with the manufacture of cigars and cigarettes including detailed information of cigars and cigarettes manufactured, received, removed, and disposed of and stamps received, used, and lost or destroyed.

Retention period: 2 years after the close of the year covered in the records or report. 26 CFR (1954) 270.142, 270.143

## 4.272 Manufacturers and importers of tobacco or cigars and cigarettes.

To keep copy of order form for tax stamps marked "paid" by district director.

Retention period: 2 years following the close of the year in which purchased. 26 CFR (1954) 270.148, 270.192, 275.137, 275.181

## 4.273 Manufacturers of tobacco products and dealers in tobacco materials.

To keep copy of notice (customs dated) of release of imported tobacco materials, cigars, and cigarettes released from customs custody.

Retention period: 2 years after the close of the year in which released. 26 CFR (1954) 270.166, 275.155, 280.121

## 4.274 Manufacturers and importers of cigars and cigarettes.

To keep a copy of each claim for allowance in letter form, and a copy of the schedule prepared in connection with each claim for refund, certified by revenue officer.

Retention period: Not specified. 26 CFR (1954) 270.162a, 270.164, 270.197

## 4.275 Manufacturers and importers of cigars.

To keep a copy of each tax return, received by district director, covering cigars removed from factory or released from customs custody.

Retention period: 2 years following close of year in which such return was filed. 26 CFR (1954) 270.220, 270.230

## 4.276 Manufacturers of cigars paying tax on cigars by return.

To keep a supporting record of cigars removed from factory subject to tax, showing date of removal, name and address of person to whom shipped or delivered, and the class and quantity of cigars.

Retention period: 2 years following the close of year in which removed. 26 CFR (1954) 270.224

## 4.277 Manufacturers of tobacco.

To keep daily records and copies of monthly report (Form 2134) of operations and transactions in connection with the manufacture of tobacco including detailed information of manufactured tobacco produced, received, removed, and disposed of and stamps received, used, and lost or destroyed.

Retention period: 2 years after the close of the year covered in the records or report. 26 CFR (1954) 275.132, 275.133

## 4.278 Agents of farmers or growers of leaf tobacco, and cooperative associations.

To keep records of all receipts and sales of tobacco.

Retention period: Not specified. 26 CFR (1954) 280.52, 280.53

## 4.279 Dealers in tobacco materials.

To keep a record of tobacco materials received, lost or destroyed, and shipped or delivered.

Retention period: 2 years after the close of the year covered in the record. 26 CFR (1954) 280.60 (retention: 280.127)

## 4.280 Manufacturers of tobacco, cigars, cigarettes and cigarette papers or tubes.

To keep one copy each of the requisition, Form 7996, and in the notice of shipment, Form 7997, at the factory from which the tax-free shipment is made to the Federal requisitioner.

Retention period: 1 year after the close of the year in which the removal is made. 26 CFR (1954) 295.51, 295.52

## 4.281 Manufacturers of tobacco products.

To keep records and reports of removals as prescribed by 26 CFR (1954) Parts 270 and 275.

Retention period: As cited in parts noted above. 26 CFR (1954) 295.56

## 4.282 Manufacturers of tobacco products, or cigarette papers and tubes.

To keep one copy of the certificate, Form 7998, at the factory from which the shipment was removed showing the certification by the officer responsible for receiving the shipment of tax-free tobacco products, or cigarette papers and tubes.

Retention period: Not specified. 26 CFR (1954) 295.58

## FIREARMS

## 4.283 Persons responsible for returns and payment of tax on sales of pistols and revolvers.

To keep such records and memoranda as will clearly show the amount of the sales of pistols and revolvers for each month; evidence of the right to exemption from the tax; and a complete and detailed record of overpayments for which credits are taken. A duplicate of the return shall also be kept.

Retention period: 4 years from the date the tax becomes due and, with respect to credits, 4 years from the date the credit is taken. 26 CFR 302.9, 302.12, 302.15.

## 4.284 Persons making exports of pistols and revolvers.

(a) *Manufacturers selling pistols and revolvers for export and in due course so exported.* To preserve the orders or contracts of sale, and certificates with respect to shipment to a foreign destination, and "proofs of exportation."

(b) *Persons, other than manufacturers, exporting pistols and revolvers.* To carefully preserve in their own files copies of export bills of lading or other shipping documents and all other papers bearing on the transactions.

Retention period: Not specified. 26 CFR 302.16, 302.17, 302.18

## 4.285 Licensed firearms manufacturers and dealers.

To maintain complete and adequate records reflecting the production or receipt (whether by importation, acquisition from other licensees, or otherwise), and the disposition, at wholesale or retail, of all firearms (including firearms in an unassembled condition) received or disposed of in the course of business.

Retention period: 10 years from date transaction occurs. Upon discontinuance of business records must be delivered to successor, or to Director, Alcohol and Tobacco Tax Division. 26 CFR (1954) 177.51

## 4.286 Applicants for exemption from firearms transfer tax.

To retain a duplicate copy of the application for exemption, giving a description of the firearm, names and addresses of transferor and transferee, date of transfer, basis of exemption, and any other evidence the Commissioner may require.

Retention period: Not specified for transferor. Transferee retains for duration of his ownership of firearm. 26 CFR (1954) 179.105.

## 4.287 Manufacturers, importers, or dealers in firearms (including pawn-brokers).

To keep records showing (a) the manufacture, receipt, transfer or other disposition of all firearms taxable under the Internal Revenue Code, (b) date of such manufacture, receipt, transfer or disposition, (c) the number, model, and trade name or other mark identifying each firearm, (d) the name and address of the person to whom any firearm is transferred.

Retention period: At least 4 years from date of disposition of the firearm. 26 CFR (1954) 179.150

## 4.288 Manufacturers, importers, and dealers of firearms (including pawn-brokers) making returns on the manufacture, receipt, transfer, or other disposition of firearms.

To keep duplicate copy of the return, whether of individual transaction or a daily summary of transactions.

Retention period: 4 years. 26 CFR (1954) 179.151.

## 5. Office of International Finance (Foreign Assets Control)

## 5.1 Persons engaged in transactions subject to Foreign Assets Control regulations and Transaction Control regulations.

To keep a full record of each transaction subject to the provisions of 31 CFR Ch. V, whether effected pursuant to license or not.

Retention period: Shall be available for examination at least 2 years after date of transaction. 31 CFR 500.601, 500.804, 505.60

## 6. Bureau of the Mint

## 6.1 Persons authorized by license or by 31 CFR 54.18 or 54.21 to acquire, hold, process, and dispose of gold.

To keep full and accurate records of all operations and transactions respecting gold, including the name, address, and Treasury gold license number of each person from whom it is acquired or to whom it is delivered (or, when no Treasury gold license is held, the section of regulations in this part pursuant to which the gold was held or acquired by such person), the amount, date, description and purchase or sales price of each acquisition and delivery, any other papers and records required to be kept by a Treasury Department gold license, and costs and expenses in computation of total domestic value of articles of fabricated or semiprocessed gold.

Retention period: Until end of the fifth calendar year (or fifth fiscal year, if accounts are so maintained). 31 CFR 54.26

## 6.2 Licensed importers of gold-bearing materials for reexport of gold refined therefrom.

To cause to be kept at the plant of first treatment an exact record of percentages and weights as specified, for each importation, an attested copy of such record to be filed with the assay office at New York or the mint at San Francisco, whichever is designated.

## RULES AND REGULATIONS

Retention period: At least 1 year after date of disposition of gold. 31 CFR 54.32

**6.3 Persons delivering silver under 31 CFR Part 80 and persons owning or operating a smelter or refinery at which silver to be delivered is mixed with secondary or foreign silver, or both.**

To keep accurate records of all acquisitions, by mining or otherwise, and of all dispositions of silver mined subsequently to July 1, 1939, and July 1, 1946, including, among other things, records of the dates of mining, acquisition, and disposition.

Retention period: At least 1 year after last delivery. 31 CFR 80.10, 80.12

### 7. Bureau of Narcotics

**7.1 Importers of crude opium or coca leaves.**

To keep quintuplicate copy of permit to import.

Retention period: 2 years. 21 CFR 302.10 (retention: 26 U.S.C. (I.R.C. 1954) 4705)

**7.2 Exporters of narcotic drugs.**

To keep triplicate copy of export permit.

Retention period: 2 years. 21 CFR 302.21 (retention: 26 U.S.C. (I.R.C. 1954) 4705)

**7.3 Exporters of narcotic drugs.**

To keep a record of any serial numbers that might appear on packages of narcotic drugs in quantities of one ounce or more in such manner as will identify the foreign consignee.

Retention period: Permanent. 21 CFR 302.27 (retention: 26 CFR 151.59)

**7.4 Importers of special coca leaves.**

To keep duplicate copy of quarterly return accounting for all transactions involving such leaves or substances derived therefrom containing narcotic drugs.

Retention period: 2 years. 21 CFR 302.46 (retention: 26 U.S.C. (I.R.C. 1954) 4705)

**7.5 Producers of opium poppies.**

To keep duplicate copy of annual return accounting for all transfers and dispositions of opium poppies and fully accounting for all opium poppies produced or otherwise obtained.

Retention period: Not specified. 21 CFR 303.14

**7.6 Manufacturers of opium or opium products from opium poppies.**

To keep duplicate copy of quarterly return accounting for all such manufacturing operations.

Retention period: Not specified. 21 CFR 303.15

**7.7 Registrants surrendering heroin to Commissioner of Narcotics.**

To keep duplicate copy of inventory of heroin shipped.

Retention period: 2 years. 21 CFR 306.2

### 8. Bureau of the Public Debt

**8.1 Banks receiving bearer securities for restrictive endorsement.**

To retain the original and triplicate copies of lists of securities presented to

the Federal Reserve Bank or Treasurer of the United States and photographic reproductions of the endorsed securities, when made by the banks for their own protection, the original copy of the list and prints of any photographic reproductions made to be used to support an application for relief on account of loss, theft, or destruction of endorsed securities, as provided in 31 CFR 328.7.

Retention period: Until the transaction is completed by receipt of payment or receipt of the securities issued in exchange. 31 CFR 328.5

**8.2 Treasury savings stamp agents selling U.S. savings stamps in schools.**

To keep (a) cancelled receipts returned by post office covering stamps obtained and fully accounted for and (b) original and duplicate copy of monthly record of unsold stamps and/or proceeds of stamps sales shipped or otherwise delivered to the post office during month (Form PD 2950).

Retention period: (a) 1 calendar month after receipt is returned and (b) 1 calendar month after date last shipment is recorded on monthly record or, if stamps or proceeds of stamp sales are lost, stolen, or destroyed in transit or for other reason stamps are not accounted for in full, 1 calendar month after deficiency is removed. 31 CFR 338.8

### 9. United States Coast Guard

**9.1 Masters of tank vessels or vessels towing tank barges transporting inflammable or combustible cargo.**

To keep on board a bill of lading manifest or shipping document giving name of consignee and the delivery point, the kind, grades, and approximate quantity of each kind and grade of cargo, and for whose account the cargo is being handled.

Retention period: During period of transportation or storage. 46 CFR 35.01-10

**9.2 Owners, agents, masters, or other persons in charge of vessel involved in marine casualties.**

To keep such voyage records of the vessel as are maintained by the vessel, such as both rough and smooth deck and engine room logs, bell books, navigation charts, navigation work books, compass deviation cards, gyro compass records, stowage plans, records of draft, aids to mariners, radiograms sent and received, the radio log, and crew and passenger lists.

Retention period: Until notification of completion of investigation is received from Coast Guard. 46 CFR 35.15-1, 78.07-15, 97.07-15, 136.05-15, 167.65-65

**9.3 Masters or senior deck officers of tank ships in charge of transfer of inflammable and combustible cargo.**

To keep on board copy of Declaration of Inspection Prior to Bulk Cargo Transfer.

Retention period: During period of transportation or storage. 46 CFR 35.35-30

**9.4 Welders.**

To maintain qualification test records with identification data.

Retention period: Not specified. 46 CFR 56.01-10

**9.5 Masters of passenger vessels other than those making foreign or inter-coastal voyages.**

To have official log book (or equivalent) available for review by Coast Guard Inspectors.

Retention period: At least 1 year after last date to which record refers. 46 CFR 78.37-3

**9.6 Masters of passenger vessels where an official log book is not required (except ferry vessels).**

To keep a record of the correct count of all passengers received and delivered from day to day. This record shall be open to inspection by the Coast Guard at all times.

Retention period: 1 year after date to which the records refer. 46 CFR 78.37-10

**9.7 Masters of cargo and miscellaneous vessels other than those making foreign or intercoastal voyages.**

To have official log book (or equivalent) available for review by Coast Guard Inspectors.

Retention period: At least 1 year after last date to which record refers. 46 CFR 97.35-3

**9.8 Owners, agents, masters and other persons in charge of nautical school ships involved in marine casualties.**

To keep voyage records of nautical school ships that are maintained, such as both rough and smooth deck and engine room logs, bell books, navigation charts, navigation work books, compass deviation cards, gyro compass records, stowage plans, records of drafts, aids to mariners, radiograms sent and received, radio logs, and lists of persons aboard.

Retention period: Until notification of completion of investigation is received from Coast Guard. 46 CFR 136.05-15, 167.65-65

**9.9 Masters of vessels storing explosives for a period exceeding 24 hours (other than barges and magazine vessels).**

To keep records of temperature readings.

Retention period: 1 year. 46 CFR 146.02-12

**9.10 Owners of vessels.**

To keep shipping orders, manifests, or other shipping documents, cargo lists, cargo stowage plans, reports, papers, and records as required to be prepared, unless persons or corporations charter or engage or contract for the use of these vessels under such terms and conditions that they have full and exclusive control of the management and operation of such vessels.

Retention period: 1 year. 46 CFR 146.02-22

**9.11 Persons or corporations chartering or engaging or contracting for the use of vessels under such terms and conditions that they have full and exclusive control of the management and operation thereof.**

To keep shipping orders, manifests, or other shipping documents, cargo lists,

cargo stowage plans, reports, papers and records as required to be prepared.

Retention period: 1 year. 46 CFR 146.02-22

#### 9.12 Vessel operators.

To keep copies of delivery receipts covering domestic deliveries and exportation of explosives or other dangerous articles or substances, and combustible liquids.

Retention period: 1 year. 46 CFR 146.05-12, 146.05-13

#### 9.13 Owners, charterers, agents, or masters of vessels.

To keep memoranda describing the shipments of explosives or other dangerous articles or substances, and combustible liquids being transported, conveyed or stored on board vessels.

Retention period: 1 year. 46 CFR 146.05-12

#### 9.14 Masters of vessels transporting or storing explosives or other dangerous articles or substances, and combustible liquids, as cargo.

To keep on board dangerous cargo manifests or lists.

Retention period: During the period of transportation or storage. 46 CFR 146.06-12

#### 9.15 Owners, charterers, or agents of vessels transporting or storing explosives or other dangerous articles or substances, and combustible liquids, as cargo.

To keep ashore copies of dangerous cargo manifests or lists.

Retention period: 1 year. 46 CFR 146.06-18 (retention: 146.02-22)

#### 9.16 Vessel owners, charterers, or agents.

To keep ashore copies of cargo stowage plans or lists.

Retention period: 1 year. 46 CFR 146.06-19 (retention: 146.02-22)

#### 9.17 Manufacturers of equipment or material which must be approved or found satisfactory for use.

To keep the required drawings, plans, blueprints, specifications, production models (if any), qualification tests, certificates of approval, and related correspondence containing evidence that the Coast Guard has found such equipment or material satisfactory.

Retention period: Not specified. Specifications containing detailed descriptions of records to be retained are contained in 46 CFR Parts 160-162, 164.

## XI. ATOMIC ENERGY COMMISSION

#### 1.1 Cost-type contractors.

To keep justifications in support of subcontracts and purchase orders adequate to reflect the procurement practices and procedures used and the circumstances supporting particular transactions.

Retention period: Not specified. 10 CFR 5.509.

(Cost-type contractors and subcontractors are also required to retain rec-

ords in accordance with the provisions of their contracts or subcontracts. AEC Manual Chapter 0230, Appendix 092 contains established retention periods for more than 700 record items of cost-type contractors and subcontractors.)

#### 1.2 Licensees receiving, possessing, using, or transferring byproduct material, source material, or special nuclear material.

To maintain records showing (a) the radiation exposure of all individuals subject to personnel monitoring control; (b) the name of each individual exposed to radiation and the weekly dose of each such individual for the 13 weeks of highest cumulative weekly dose; and (c) the radiation hazards incident to the production, use, release, disposal, or presence of radioactive material or other sources of radiation.

Retention period: Indefinitely. 10 CFR 20.401.

#### 1.3 Holders of access permits.

To keep written agreements from all individuals who will have access to Restricted Data under the access permit to give effect to waivers of claims (a) for damages under 35 U.S.C. 183; (b) for compensation under section 173 of the Atomic Energy Act of 1954, as amended; and (c) against the United States and the Commission arising in connection with use of information supplied. To establish a document accountability procedure for documents containing Secret Restricted Data and maintain records to show disposition of all such documents which have been in his custody at any time.

Retention period: Indefinitely. 10 CFR 25.23, 95.34

#### 1.4 Persons receiving byproduct material pursuant to issuance of a license.

To keep records showing receipt, transfer, export, and disposal of such byproduct material.

Retention period: Indefinitely. 10 CFR 30.41

#### 1.5 Licensees and holders of construction permits.

To maintain such records as may be required by conditions of the license or permit or by rules, regulations, and orders of the Commission.

Retention period: Indefinitely. 10 CFR 50.71

#### 1.6 Lessees of uranium deposits on land controlled by the Atomic Energy Commission.

To keep records of (1) shifts worked; (2) wages and salaries paid; (3) expenditures for supplies and services and costs of operation of every kind; (4) tonnage and grade of ore mined; (5) development work and drilling performed; and (6) such other matters as in the Commission's opinion would be of assistance to it in determining the cost of the operations.

Retention period: At least 3 years after termination or expiration of the lease. 10 CFR 60.8

#### 1.7 Licensees receiving special nuclear material.

To keep records showing the receipt, inventory, and transfer of special nuclear material.

Retention period: Indefinitely. 10 CFR 70.51

#### 1.8 Contractors having negotiated contracts with Atomic Energy Commission (except foreign governments, agencies thereof, and foreign producers) and their subcontractors.

To keep directly pertinent books, documents, papers, and records.

Retention period: The General Accounting Office shall, until the expiration of 3 years after final payment, have access to and the right to examine the above-mentioned records, provided that earlier disposal of contractor and subcontractor records is possible in accordance with records disposal schedules agreed upon between the Commission and the General Accounting Office. 42 U.S.C. 2206

## XII. CIVIL AERONAUTICS BOARD

#### 1.1 Holders of permits to operate foreign aircraft in the United States.

To keep true copies of all manifests, air waybills, invoices, and other traffic documents covering flights and records documenting each flight.

Retention period: Not specified. 14 CFR 190.50

#### 1.2 Foreign air carriers (operating off-route charter trips).

To keep at a place in the United States available for inspection true copies of all manifests, air waybills, invoices, and other traffic documents covering flights originating or terminating in the United States.

Retention period: Not specified. 14 CFR 212.7

#### 1.3 Air carriers and foreign air carriers.

To keep permanently at its principal or general office a complete file of all tariffs issued by it and by its agents and those issued by other carriers in which it concurs; to keep file of current tariffs at all places tickets are sold or property received for transportation.

Retention period: Permanent. 14 CFR 221.170, 221.171, 249.11

#### 1.4 Air carriers.

To maintain records of all passes issued (and of regular tickets or bills of lading used in lieu of trip passes) and related correspondence or memos.

Retention period: 3 years. 14 CFR 223.5 (retention: 249.11)

#### 1.5 Air carriers (local service).

To maintain a record pertaining to each trade agreement entered into, including all correspondence and records concerning advertising and transportation services provided.

Retention period: Not specified. 14 CFR 225.10.

#### 1.6 Air carriers.

To keep general books of account and supporting books, records, and memo-

## RULES AND REGULATIONS

randas, including organization tables and charts, internal accounting manuals, minute books, stock books, reports, work sheets, memoranda, etc.

Retention period: Various. 14 CFR 241.1-5 (retention: 249.11)

**1.7 Large irregular air carriers and supplemental air carriers.**

To keep accounts, records, and memoranda of the movement of traffic and of receipts and expenditures of money.

Retention period: Data for statistical reports—3 years; data for flight reports—1 year; data pertaining to maintenance and overhaul and to transportation as prescribed in 14 CFR 249.11. 14 CFR 242.2, 249.8

**1.8 Alaskan air carriers.**

To keep accounts, records, and memoranda of the movement of traffic and of receipts and expenditures of money.

Retention period: 3 years and, for certificated Alaskan air carriers, various as specified in 14 CFR 249.11. 14 CFR 249.9

**1.9 Air freight forwarders.**

To keep (a) records of shipping documents; information to agents, representatives, and the public; agreements; and correspondence; (b) corporate and general records; and (c) records of joint loaded shipments.

Retention period: (a) 1 year, or longer if requested by the Board; (b) as specified in 14 CFR 249.11; (c) 2 years subsequent to expiration of each calendar quarter during which joint shipments were made. 14 CFR 249.10, 296.70

**XIII. COMMITTEE ON PURCHASES OF BLIND-MADE PRODUCTS**

**1.1 Agencies for the blind (employing blind to extent of 75 percent of personnel in direct labor) selling to Government agencies and participating in the program of the Committee on Purchases of Blind-Made Products.**

To keep accounting system records from which can be drawn annually a financial report and operating statement accurately reflecting operations.

Retention period: Not specified. 41 CFR 301.6

**1.2 Agencies for the blind (employing blind to extent of 75 percent of personnel in direct labor) selling to Government agencies and participating in the program of the Committee on Purchases of Blind-Made Products.**

To keep eye record cards containing information establishing that employees are blind (as defined in 41 CFR 301.1).

Retention period: Not specified. 41 CFR 301.6

**XIV. FEDERAL AVIATION AGENCY**

**1.1 Air carriers operating turbine-powered transport airplanes under provisional type certification.**

To maintain records pertaining to the qualifications of each flight crew mem-

ber, a log of flights, and complete and accurate records of inspections.

Retention period: Not specified. 14 CFR Parts 1, 4b, 40-42—Special Civil Air Regulation SR-425-A

**1.2 Aircraft and related products manufacturers.**

To maintain records of inspection identified with the completed product and records of Materials Review Board action applying to materials, parts, assemblies, and the completed product.

Retention period: At least 2 years. 14 CFR 1.15-4

**1.3 Aircraft and related products manufacturers.**

To maintain records of all materials and parts received and their disposition including such information as source, source inspection, receiving inspection, quantity (both accepted and rejected), vendor's affidavits, or reports indicating conformity with pertinent specifications.

Retention period: At least 2 years. 14 CFR 1.32-1

**1.4 Aircraft and related products manufacturers.**

To maintain adequate records of inspections and tests performed identifiable with the completed product.

Retention period: At least 2 years. 14 CFR 1.34-2

**1.5 Distributors of aircraft received prior to initial assembly and flight test.**

To maintain records of flight test check-off forms.

Retention period: At least 2 years. 14 CFR 1.34-2

**1.6 Aircraft and related products manufacturers.**

To maintain records of inspection applying to the manufacture of replacement or modification parts and identifiable with the completed part.

Retention period: At least 2 years. 14 CFR 1.55-3

**1.7 Airplane manufacturers.**

To keep record of flight flutter tests.

Retention period: Permanent. 14 CFR 3.311-2

**1.8 Airplane flight test applicants under the Civil Air Regulations, transport category.**

To keep a log of all flight tests and accurate and complete records of the inspections made and of all defects, difficulties, and unusual characteristics and sources of crew error discovered during the tests, and of the recommendations made and action taken.

Retention period: Not specified. 14 CFR 4b.16-3

**1.9 Air carrier aircraft owners or operators.**

To keep records pertaining to the maintenance, repair, rebuilding, or alteration of any airframe, powerplant, propeller, or appliance giving description of work performed, completion date of work done, name of individual, etc., doing work and signature of person authorized to approve work done; and a record of periodic and progressive inspections.

Retention period: (a) Records of major structural repairs and major alterations—until aircraft is sold (records to be transferred to new owner or operator), or if the aircraft is retired, 1 year after cancellation of registration certificate; (b) records of maintenance performed—1 year; (c) records of X-rays and other special tests relating to aircraft designated as critical components—until components are sold (records to be transferred to new owner or user), or if components are retired, 1 year from date of retirement or date of cancellation of the registration certificate. 14 CFR 18.20-18.24 (retention: 18.24)

**1.10 Certificated repair stations or airframe, powerplant, propeller, or appliance manufacturers.**

To maintain a duplicate copy of the customer's work order, when accepted in lieu of the Major Repair and Alteration Form (ACA-337) and when an official maintenance release is furnished owner for retention as a part of the permanent record required.

Retention period: At least 2 years. 14 CFR 18.22-2

**1.11 Applicants for pilot certificate.**

To keep a reliable record of the flight time used to meet the experience requirements for pilot certificate, rating, or operating privilege, including such general data as points of departure and arrival, duration, type of aircraft, and identification mark; type of piloting time; and conditions of flight.

Retention period: Not specified. 14 CFR 20.16

**1.12 Flight instructors and limited flight instructors.**

To keep a record of the name of each student pilot (a) whose certificate he has endorsed and to whom he has given flight instruction, the type of endorsement, and the date of each endorsement or flight instruction period and (b) for whom he has signed a recommendation for an official flight test, the type of test, and the date of recommendation.

Retention period: So long as the privileges of flight instructor's certificate are exercised or 3 years, whichever period is shorter. 14 CFR 20.136, 20.136-1

**1.13 Certified airline transport pilots.**

To keep an accurate record of flying time in bound logbooks.

Retention period: Not specified. 14 CFR 21.44

**1.14 Certified lighter-than-air pilots and persons receiving flight instructions.**

To maintain certified record of flying time in bound logbooks.

Retention period: Not specified. 14 CFR 22.32

**1.15 Certified parachute riggers.**

To keep bound record of all packing, inspection, maintenance, repair, and alteration operations performed or supervised on parachutes other than those in military service.

Retention period: At least 2 years after the date of the last entry therein. 14 CFR 25.84

## 1.16 Flight radio operator course operators.

To keep an accurate record of each student, including a chronological log of all instructions, subjects covered, and course examinations and grades.

Retention period: Not specified. 14 CFR 33.31-2

## 1.17 Flight navigator course operators.

To keep an accurate record of each student, including a chronological log of all instructions, subjects covered, and course examinations and grades.

Retention period: Not specified. 14 CFR 34.31-5

## 1.18 Air carriers.

To keep as a part of the individual's record the instructor, supervisor, or check airmen's certificate of proficiency for particular training or flight check of each crew member and dispatcher, furnished under air carrier training and pilot check programs.

Retention period: At least 3 months after termination of employment. 14 CFR 40.280, 40.289, 40.300 (retention: 40.501)

## 1.19 Air carriers (scheduled interstate).

To maintain current records of every crew member and aircraft dispatcher, showing compliance with the appropriate requirements of Subchapter A—Civil Air Regulations and disposition of disqualified flight crew members or aircraft dispatchers

Retention period: At least 3 months after termination of employment. 14 CFR 40.501

## 1.20 Air carriers (scheduled interstate).

To maintain a list of airplanes in current operation and airplanes operated under interchange agreements, a load manifest and flight plan, maintenance records, including the airplane's maintenance log and a maintenance release, and records pertaining to radio contacts by or with pilots en route.

Retention period: In accordance with provisions of 14 CFR 249.11 unless otherwise specified. 14 CFR 40.502, 40.505-40.507, 40.511, 40.512

## 1.21 Air carriers (operating scheduled air transportation outside continental United States).

To keep records of total time in service, time since last overhaul, and time since last inspection on all aircraft components, engines, propellers, and, where practicable, on instruments, equipment, and accessories.

Retention period: In accordance with provisions specified in 14 CFR 249.11. 14 CFR 41.43

## 1.22 Air carriers (operating scheduled air transportation outside continental United States).

To retain copies of maintenance release, clearance, and load manifest forms.

Retention period: Maintenance releases, 2 months; clearance and load manifests, 3 months. 14 CFR 41.99

## 1.23 Air carriers (operating scheduled air transportation outside continental United States).

To maintain records pertaining to radio contacts by or with pilots en route.

Retention period: 30 days. 14 CFR 41.133

## 1.24 Air carriers (irregular and off-route).

To keep full information on maintenance and inspection work performed on the aircraft.

Retention period: Not specified. 14 CFR 42.31-4

## 1.25 Air carriers (irregular and off-route).

To record all mechanical irregularities in operation of aircraft including the aircraft identification, irregularity experienced, the corrective action taken as a result, and identification of the person making such corrections.

Retention period: Not specified. 14 CFR 42.32-4

## 1.26 Air carrier operators (irregular and off-route air carriers).

To keep a continuous record for each aircraft, listing all changes affecting the weight, c. g. location, and equipment included in order that a computed weight and c. g. location may be established at any time.

Retention period: Not specified, except weight manifests to be kept at least 30 days. 14 CFR 42.32-5

## 1.27 Air carriers (irregular and off-route).

To keep at principal operations base maintenance records with respect to all aircraft, aircraft engines, propellers, and, where practicable, appliances used in air transportation.

Retention period: 2 years. 14 CFR 42.91, 42.91-3

## 1.28 Air carriers (irregular and off-route).

To maintain at its principal operations base or at such other location used by the air carrier as the Administrator may designate, current records of every airman utilized as a member of a flight crew.

Retention period: 1 year after flight crew member is released from employment or becomes physically or professionally disqualified. 14 CFR 42.92, 42.92-1 (retention: 42.92-3)

## 1.29 Air carriers (irregular and off-route).

To retain copy of report to Administrator regarding emergency flights necessitating the transportation of persons or medical supplies for the protection of life or property.

Retention period: 1 year. 14 CFR 42.93, 42.93-1

## 1.30 Air carriers (irregular and off-route).

To retain copy of pilot's emergency deviation report to the local Aviation Safety Agent.

Retention period: At least 1 year. 14 CFR 42.94, 42.94-1

## 1.31 Air carriers (irregular and off-route).

To retain a copy of the flight manifest for large aircraft and passenger-carrying aircraft operating under instrument flight rules conditions.

Retention period: At least 1 year after completion of the flight. 14 CFR 42.95

## 1.32 Registered owners or operators of civil aircraft.

To keep maintenance records, including a current record of total time spent in service on the aircraft and on each engine; a record of inspections; and a record of maintenance, repair, and alterations of aircraft for which airworthiness certificates have been issued.

Retention period: Not specified except for the maintenance, repair, and alteration record, which is to be permanent. 14 CFR 43.23—43.23-2

## 1.33 Air carriers (utilizing helicopters in scheduled interstate air transportation).

To keep maintenance records (including a maintenance log) of such information as total time in service, time since last overhaul, and time since last inspection on all major components of the airframe, powerplants, rotors, and appliances.

Retention period: In accordance with provisions specified in Part 249. 14 CFR 46.500, 46.506, 46.507

## 1.34 Air carriers (utilizing helicopters in scheduled interstate air transportation).

To maintain records of every crew member including information concerning the qualifications of crew members as is necessary to show compliance with the appropriate requirements of Subchapter A—Civil Air Regulations and information concerning the disposition of disqualified crew members released from employ of the air carrier.

Retention period: At least 3 months. 14 CFR 46.501

## 1.35 Air carriers (utilizing helicopters in scheduled interstate air transportation).

To retain copies of load manifest, flight release, and maintenance release forms.

Retention period: At least 60 days. 14 CFR 46.505, 46.511

## 1.36 Air carriers.

To retain copy of shipper's certification for transportation of explosives and other dangerous articles.

Retention period: Not specified. 14 CFR 49.3

## 1.37 Airman agency flight or ground schools.

To keep accurate individual record of each student, which shall include a chronological log of all instructions, attendance, subjects covered, examinations, and examination grades.

Retention period: Not specified. 14 CFR 50.28—50.28-1

## RULES AND REGULATIONS

## 1.38 Repair stations for airframes, powerplants, propellers, and appliances.

To maintain current records of personnel who are directly in charge of maintenance, repair, inspection, or alteration, including information concerning the experience qualifications of each such individual.

Retention period: Not specified. 14 CFR 52.24—52.24-1

## 1.39 Certificated repair stations for airframes, powerplants, propellers, and appliances.

To maintain records of all work performed.

Retention period: At least 2 years. 14 CFR 52.46

## 1.40 Foreign repair stations for airframes, powerplants, propellers, and appliances.

To keep maintenance record of all work performed on U.S. registered aircraft, including major repairs and alterations.

Retention period: Not specified. 14 CFR 52.61—52.61-1

## 1.41 Certificated aircraft mechanic schools.

To maintain a current record of each student enrolled, including attendance, courses, examinations, and grades, and a progress chart or individual progress record for each student, showing the practical projects or laboratory work completed or to be completed, and properly authenticated transcripts of grades acquired at other accredited schools.

Retention period: At least 2 years from date of termination of enrollment. 14 CFR 53.56—53.56-1

## 1.42 Holders of parachute loft certificates.

To maintain records regarding work performed.

Retention period: At least 2 years. 14 CFR 54.15

## 1.43 Pilots, owners, or operators of small fixed-wing aircraft involved in accidents.

To keep aircraft wreckage and records thereof.

Retention period: Until released by authorized representative of the Federal Aviation Agency. 14 CFR 62.15, 62.18

## 1.44 Operators of aircraft (other than small fixed-wing) involved in accidents.

To keep aircraft wreckage and records thereof.

Retention period: Until released by authorized representative of the Civil Aeronautics Board. 14 CFR 62.40, 62.41

## 1.45 Owners of nondirectional radio beacon facilities.

To keep records and/or reports of each facility as follows: (a) Record of Meter Readings and Adjustments—Form ACA-198 (one copy); (b) Maintenance Log of Communication Facilities—Form ACA-406C (original log); and (c) Radio Transmitter Operation Record—Form ACA-418 (original).

Retention period: Permanent for (a) and (b); not specified for (c). 14 CFR 407.17

## 1.46 Owners of instrument landing system facilities.

To keep records and/or reports of each facility as follows: (a) Record of Meter Readings and Adjustments—Form ACA-198 (one copy); (b) Maintenance Log of Communication Facilities—Form ACA-406C (original log); and (c) Radio Transmitter Operation Record—Form ACA-418 (original).

Retention period: Permanent for (a) and (b); not specified for (c). 14 CFR 407.27

## 1.47 Manufacturers of aircraft.

To keep at factory, for all models type certificated under the delegation option procedures, current records containing the following: (a) Technical data file for each type aircraft, (b) complete inspection record for each airplane produced, (c) report required to be submitted with the original application for the production certificate, (d) factory inspection reports, (e) records of all major repairs and alterations performed.

Retention period: Technical data, report submitted with application, and repair records, for duration of manufacturers operations; inspection records, 2 years. 14 CFR 410.32, 410.33, 410.38

## 1.48 Contractors for construction of public airports.

To keep payroll records during the course of the work for all laborers and mechanics as specified in the section cited.

Retention period: 3 years. 14 CFR 550.7

## 1.49 Sponsors of the construction of public airports.

To keep records of all affidavits and copies of payroll furnished by the contractor.

Retention period: 3 years from the date of the completion of the contract 14 CFR 550.7

## 1.50 Sponsors of the construction of public airports.

To retain in its files documentary evidence such as invoices, cost estimates and payrolls supporting each item for project cost. Also evidence of all payments for items of project costs including vouchers, canceled checks or warrants and receipts for cash payments.

Retention period: Until final payment. 14 CFR 550.8

## 1.51 Sponsors of public airports.

To keep, after the completion of the project and during the term of these covenants, a current system of airport accounts and records, sufficient to provide annual statements of income and expenses. Also all airport records affecting the airport, including deeds, leases, operations, and use agreements, regulations and other instruments.

Retention period: Term of covenant, but not to exceed 20 years. 14 CFR 550.11

## 1.52 Petitioners for reimbursement for cost of rehabilitation or repair to public airports.

To secure and retain in their files documentary evidence of costs and payments therefor such as invoices, cost estimates, payrolls, vouchers, canceled checks or warrants, and receipts.

Retention period: Until final payment. 14 CFR 560.15

## 1.53 Airport traffic control tower personnel.

(a) *Voice records.* To provide for the continuous recordings of radio transmissions by changing voice records promptly, as they are completed, at locations where voice recorders are installed.

(b) *Written records.* To record air route traffic control messages and clearances, flight plans received from pilot (either by radio, interphone, or telephone) on appropriate forms and to maintain airport traffic control operating forms.

Retention period: Not specified. 14 CFR 617.66

## XV. FEDERAL COMMUNICATIONS COMMISSION

## 1.1 Licensees of standard and FM broadcast (radio) stations.

To keep at each transmitter records of equipment performance measurement data including diagrams and appropriate graphs, together with descriptions of instruments and procedures, signed by the engineers making measurements.

Retention period: 2 years. 47 CFR 3.47, 3.254

## 1.2 Licensees of standard, FM, and international radio and television broadcast stations.

To keep records of time and results of auxiliary transmitter tests.

Retention period: 2 years. 47 CFR 3.63, 3.255, 3.555, 3.638, 3.757

## 1.3 Licensees or permittees of standard, FM, and international radio and television broadcast stations.

To keep program and operating logs, including rough logs and transcribed portions thereof.

Retention period: 2 years: *Provided, however,* That logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the Commission and concerning which the licensees or permittees have been notified, shall be retained until they are specifically authorized in writing by the Commission to destroy them; *Provided, further,* That logs incident to or involved in any claim or complaint of which the licensees or permittees have been notified shall be retained until such claim or complaint has been fully satisfied or until the same has been barred by the statute limiting the time for filing of such suits upon such claims. 47 CFR 3.111, 3.112, 3.116, 3.281, 3.282, 3.286, 3.581, 3.582, 3.586, 3.663, 3.664, 3.781, 3.782, 3.786, 3.964

## 1.4 Licensees of standard and FM radio, and television broadcast stations.

To keep complete records of all requests for broadcast time made by or on behalf of candidates for public office, together with appropriate notations showing disposition made and charge, if any, if requests granted.

Retention period: 2 years. 47 CFR 3.120, 3.290, 3.590, 3.657

## 1.5 Licensees of experimental and developmental, auxiliary, and special broadcast services, including experimental television broadcast, experimental facsimile broadcast, developmental, remote pickup, broadcast STL and FM intercity relay, television pickup, television STL, television intercity relay, and television broadcast translator stations.

To keep adequate records of operation including logs.

Retention period: 2 years. 47 CFR 4.57, 4.181, 4.281, 4.381, 4.481, 4.581, 4.681, 4.781

## 1.6 Licensees of low power broadcast auxiliary stations.

To maintain records, at the main studio or transmitter of broadcast station with which the auxiliary is principally used, which will accurately show current location of all transmitting units, periods of operation at such locations and other pertinent remarks concerning transmission.

Retention period: Not specified. 47 CFR 4.437

## 1.7 Licensees of experimental stations.

To keep adequate station records of operation; of service or maintenance duties which may affect proper station operation; and of the illumination of antennas or antenna supporting structures.

Retention period: 1 year. 47 CFR 5.163, 5.165, 5.307

## 1.8 Licensees of radio stations holding student authorizations for experimental services.

To maintain record of date, time, and frequency of operation and brief description of experimentation being conducted.

Retention period: 1 month after termination of authorization. 47 CFR 5.410

## 1.9 Licensees of radio stations in the international fixed public radio communication services.

To keep station logs.

Retention period: 1 year: *Provided, however.* That logs involving communications incident to a disaster or which include communications incident to or involved in an investigation by the Commission and concerning which the licensee has been notified, shall be retained by the licensee until he is specifically authorized in writing by the Commission to destroy them: *Provided, further,* That logs incident to or involved in any claim or complaint of which the licensee has been notified shall be retained by the licensee until such claim or complaint has been fully satisfied or until same has been barred by statute limiting the time for filing of suits upon such claims. 47 CFR 6.47

## 1.10 Licensees of radio stations on land in the maritime services including public and limited coast stations, marine utility stations, marine fixed stations, marine receiver-test stations and stations operated in the land mobile service for maritime purposes using radiotelegraphy or radio-telephony (including developmental stations and stations in Alaska).

To keep accurate logs.

Retention period: 1 year from date of entry and for such additional periods as required as follows: (a) Station logs involving communications incident to a distress or disaster shall be retained for a period of 3 years from date of entry; (b) station logs which include entries of communications incident to or involved in an investigation by the Commission and concerning which the station licensee has been notified shall be retained by the station licensee until such licensee is specifically authorized in writing by the Commission to destroy them; (c) station logs incident to or involved in any claim or complaint of which the station licensee has notice shall be retained by such licensee until such claim or complaint has been fully satisfied or until the same has been barred by the statute limiting the time for the filing of suits upon such claims; (d) developmental station records shall be retained until July 1, 1959, unless otherwise directed by the Commission. 47 CFR 8.115, 8.184, 8.330, 8.368, 8.405, 8.805, 14.110

## 1.11 Licensees of limited coast stations or marine-utility stations used on shore.

To keep copy of agreement with vessel owners, verifying that licensee has sole right of control of involved ship radio station.

Retention period: Not specified. 47 CFR 7.352

## 1.12 Licensees of limited coast stations, marine-utility stations, and marine fixed stations.

To keep records which reflect the cost of the service and its nonprofit, cost-sharing cooperative arrangement.

Retention period: Not specified. 47 CFR 7.352, 7.451

## 1.13 Licensees of radio stations on shipboard in the maritime services including public and limited ship stations, marine utility ship stations, developmental stations, including such stations in Alaska—radiotelegraph stations operating on any frequency and radiotelephone stations operating on a frequency of 30 Mc or below.

To keep accurate logs.

Retention period: 1 year from date of entry and such additional periods as required as follows: (a) Station logs involving communications incident to a distress or disaster shall be retained by the station licensee for a period of 3 years from date of entry; (b) station logs which include entries of communications incident to or involved in an investigation by the Commission and concerning which the station licensee has been notified shall be retained by the station licensee until such licensee is specifically authorized in writing by the Commission to destroy them; (c) station logs incident to or involved in any claim or complaint of which the station licensee has notice shall be retained by such licensee until such claim or complaint has been fully satisfied or until the same has been barred by the statute limiting the time for the filing of suits upon such claims. 47 CFR 8.115, 8.184, 8.330, 8.368, 8.405, 8.805, 14.110

censee until such licensee is specifically authorized in writing by the Commission to destroy them; (c) station logs incident to or involved in any claim or complaint of which the station licensee has notice shall be retained by such licensee until such claim or complaint has been fully satisfied or until the same has been barred by the statute limiting the time for the filing of suits upon such claims; (d) developmental station records shall be retained until July 1, 1959, unless otherwise directed by the Commission. 47 CFR 8.115, 8.184, 8.330, 8.368, 8.405, 8.805, 14.110

## 1.14 Stations licensed in the aviation services.

To keep authorization for each mobile station.

Retention period: Permanent. 47 CFR 9.118

## 1.15 Stations licensed in the aviation services.

All stations at fixed locations to keep adequate records of operation; and stations whose antenna structure is required to be illuminated—a record of illumination; Aeronautical Public Service Stations—to keep a file of all record communications handled and all ground stations so licensed to keep a record of radiotelephone contacts either in the form of telephone traffic tickets or as a separate list.

Retention period: The logs in the aviation services may be destroyed after a period of 30 days except: (a) That logs involving communications incident to a disaster or which include communications incident to, or involved in, an investigation by the Commission and concerning which the licensee has knowledge, shall be retained by the licensee until specifically authorized in writing by the Commission to destroy them, (b) That logs incident to or involved in any claim or complaint of which the licensee has knowledge shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by the statute limiting the time for the filing of suits upon such claims. 47 CFR 9.151, 9.152, 9.153, 9.513

## 1.16 Air carrier aircrafts.

To keep adequate records to permit ready identification of individual aircraft if in lieu of radio station call letter, the official aircraft registration number, or company flight identification is used.

Retention period: Not specified. 47 CFR 9.191

## 1.17 Licensees of public safety, industrial and land transportation radio services stations.

To keep records as follows: By all stations—transmitter measurements, service and maintenance records, the name of person or persons responsible for the foregoing; base and fixed stations (except such stations in the public safety services authorized to be operated at temporary locations or for unattended operation)—names of persons responsible for the operation of the transmitting equipment, together with the period of their duty; for base stations in the industrial and land transportation radio

## RULES AND REGULATIONS

services—identification of other base stations or fixed stations with which they communicate, and date, time, and nature of such communication; for stations in the special emergency service—record of the nature and time of each communication; and stations whose antenna or antenna supporting structure is required to be illuminated—a record of illumination.

Retention period: 1 year. 47 CFR 10.161, 10.163, 11.160, 16.160

**1.18 Licensees of public safety radio services.**

To keep records of all Conelrad tests and operations as part of the log of radio stations.

Retention period: 1 year. 47 CFR 10.166 (retention: 10.163)

**1.19 Licensees of industrial radio stations and land transportation (base) radio stations sharing costs and facilities with other licensees in the same service.**

To keep a copy of cooperative agreements and contracts as well as records which reflect the non-profit, cost-sharing nature of that sharing.

Retention period: Not specified. 47 CFR 11.6, 16.3

**1.20 Nonprofit corporations or associations organized to operate industrial radio stations in the power, petroleum, forest product, motion picture, and relay press radio services.**

To keep records which reflect the cost-sharing nonprofit basis under which they operate.

Retention period: Not specified. 47 CFR 11.251, 11.301, 11.351, 11.401, 11.451

**1.21 Radio stations in the industrial and land transportation radio services.**

To keep records of all Conelrad tests, drills, and operations.

Retention period: 1 year. 47 CFR 11.707 (retention: 11.160); 16.607 (retention: 16.160)

**1.22 Licensees of amateur radio stations.**

To keep an accurate log of station operation.

Retention period: 1 year following the last date of entry: *Provided*, That those portions of any log covering operation of a station in connection with any actual condition jeopardizing the public safety or affecting the National Defense shall not be destroyed unless prior approval for such destruction shall have been received from the Commission. 47 CFR 12.136 (retention: 12.137); 12.244

**1.23 Radio officers of amateur civil emergency services.**

To keep records of abbreviated call signs or other distinctive signals of station identification.

Retention period: Not specified. 47 CFR 12.245, 12.246

**1.24 Manufacturers, owners, or distributors of radio receivers.**

To keep certificate of compliance with radiation interference limits.

Retention period: 5 years. 47 CFR 15.64

**1.25 Employees of railroads who operate radio stations in the railroad radio service.**

To keep suitable records of each employee who has been examined with respect to the applicable Railroad Radio General and Operating Rules.

Retention period: 1 year. 47 CFR 16.354 (retention: 16.160)

**1.26 Licensees of land transportation radio services.**

To keep records of all Conelrad tests, drills, and operations.

Retention period: 1 year. 47 CFR 16.607 (retention: 16.160)

**1.27 Licensees of citizens radio service stations.**

To keep a record of illumination for those stations whose antenna or antenna supporting structure is required to be illuminated.

Retention period: 1 year. 47 CFR 19.82

**1.28 Licensees of citizens radio service stations.**

To keep records of all Conelrad tests, drills, and operations.

Retention period: 1 year. 47 CFR 19.107 (retention: 19.82)

**1.29 Disaster communications service radio stations.**

To keep a list of all general or collective call signs, unit designators, or authorized substitutes used.

Retention period: Not specified. 47 CFR 20.25

**1.30 Disaster communications service radio stations.**

To keep an accurate log of all operations in the 1750-1800 kc band.

Retention period: 1 year, except that those portions of any disaster station log covering operation of such station in connection with any actual disaster shall not be destroyed unless prior approval for such destruction shall have been received from the Commission. 47 CFR 20.26

**1.31 Licensees of disaster communications service radio stations.**

To keep records of all Conelrad tests, drills, and operations.

Retention period: 1 year. 47 CFR 20.46 (retention: 20.26)

**1.32 Licensees of radio stations in the domestic public radio services.**

To maintain a technical log of station operations as follows: For each station—results and dates of transmitter measurements, details of servicing and maintenance of transmitters which may affect proper station operation, and time and nature of failure or erratic operation of transmitter or automatic alarm facilities; for stations having obstruction lighted antenna structure—time of daily lighting and check of proper operation, details of obstruction light failure (if any) and repair details, and results of three-month periodic inspection (including date, condition of lighting devices and alarms, and details of adjustments,

replacements, and repairs), and date and time of notice to the Civil Aeronautics Administration regarding failure of obstruction lighting and any resumption thereof; for stations required to be operated by licensed radio operators or holders of restricted radiotelephone operator permit—time and signature of person operating transmitting equipment each day, including class and serial number, time and duration of each transmission, and station identity.

Retention period: 1 year: *Provided*: That (a) records involving communications incident to a disaster or which include communications incident to, or involved in, an investigation by the Commission and concerning which the licensee has knowledge, shall be retained by the licensee until specifically authorized in writing by the Commission to destroy them, (b) records incident to, or involved in, any claim or complaint of which the licensee has knowledge shall be retained by the licensee until such claim or complaint has been fully satisfied or until the same has been barred by statute limiting the time for the filing of suits upon such claims. 47 CFR 21.208

**1.33 Telephone carriers.**

To keep accounts, records, memoranda, documents, microfilm, correspondence, and related indexes prepared by or on behalf of the carrier as well as those which come into its possession in connection with the acquisition of property, such as by purchase, consolidation, merger, etc.

Retention period: Records are to be preserved in accordance with the period of time designated in the lists of records codified. 47 CFR 45.8

**1.34 Wire-telegraph, ocean-cable and radiotelegraph carriers.**

To keep accounts, records, memoranda, documents, microfilm, correspondence, and related indexes prepared by or on behalf of the carrier as well as those which come into its possession in connection with the acquisition of property, such as by purchase, consolidation, merger, etc.

Retention period: Records are to be preserved in accordance with the period of time designated in the list of records codified in 47 CFR 46.9

**XVI. FEDERAL DEPOSIT INSURANCE CORPORATION**

**1.1 Incorporators of proposed State banks applying for Federal deposit insurance.**

To keep Form 82—Application for Federal deposit insurance, or Form 82-M in case of proposed mutual savings banks.

Retention period: Not specified. 12 CFR 304.3

**1.2 State banks applying for Federal deposit insurance.**

To keep Form 84—Application for Federal deposit insurance, or Form 84-M in case of mutual savings banks.

Retention period: Permanent. 12 CFR 304.3

1.3 State nonmember insured banks (except District banks) applying to establish branch or move main office or branch.

To keep Forms 85, 85a and 85b—Applications to establish branch or move main office or branch, or Forms 85-M and 85a-M in case of mutual savings banks.

Retention period: Permanent. 12 CFR 304.3

1.4 Insured banks applying for consent for which no specific form prescribed.

To keep Form 102—Application for consent for which no specific form prescribed.

Retention period: Not specified. 12 CFR 304.3

#### 1.5 Insured banks.

To keep records necessary to support the assessment base of each certified statement and to permit verification of all figures therein including any deduction or exclusion in determining the assessment base.

Retention period: To keep such records for the year 1945 and subsequent years until a field audit of the assessment records of the insured bank has been made by the Corporation and any required adjustment of the assessment under such audit has been made. See FDIC instructions concerning the preparation of certified statements and the maintenance of assessment records effective March 30, 1954. 12 U.S.C. 1817 (a); 12 CFR 327.1

#### 1.6 Insured banks.

To keep Form 545—Certified statement.

Retention period: Same as for item 1.5. 12 CFR 304.3

#### 1.7 Insured banks.

To keep Form 555—Tabulation of assessment base and supporting papers.

Retention period: Same as for item 1.5. 12 CFR 304.3

#### 1.8 Insured banks.

To keep Form 645—First certified statement.

Retention period: Same as for item 1.5. 12 CFR 304.3

#### 1.9 Insured banks.

To keep Form 845—Final certified statement—for use by an insured bank whose deposits are assumed by another insured bank, or Form 845A when the assuming bank executes the certified statement for the bank whose deposits were assumed.

Retention period: Same as for item 1.5. 12 CFR 304.3

## XVII. FEDERAL HOME LOAN BANK BOARD

#### 1.1 Federal savings and loan associations.

To keep at home office and branch offices complete records of all business transactions, and to keep at agencies an original record of all business transacted at such agencies.

Retention period: Not specified. 12 CFR 545.13, 545.14, 545.15, 545.19, 545.20

1.2 Savings-building and loan associations insured by the Federal Savings and Loan Insurance Corporation.

Signed appraisals of real estate loans located more than fifty miles from institution's principal office to be kept by insured institution.

Retention period: Not specified. 12 CFR 563.10

## XVIII. FEDERAL POWER COMMISSION

#### 1.1 Public utilities and licensees.

Preservation of records.

Retention period: Specified at 18 CFR 125.1-125.2

See also Regulations to Govern the Preservation of Records of Public Utilities and Licensees, with amendments as of April 1, 1957. Superintendent of Documents, U.S. Government Printing Office, Washington 25, D.C.

#### 1.2 Natural gas companies.

To keep all books and records supporting entries to its accounts.

Retention period: Until destruction is permitted by rules and regulations of the Commission. Until rules and regulations have been issued, each company may continue its existing practice with respect to retention or destruction of records. 18 CFR 201.02-2

## XIX. FEDERAL TRADE COMMISSION

#### 1.1 Wool products manufacturers.

To keep records of the various fibers used in wool products. The records should show not only the fiber content of wool, reprocessed wool, and reused wool, but also any other fibers used. Such records should contain sufficient information whereby each of the wool products manufactured can be identified with its respective record of fiber content including the source of the material used therein.

Retention period: 3 years. 16 CFR 300.31

#### 1.2 Fur products manufacturers and dealers in furs and fur products.

To keep records showing all the information required under the Fur Products Labeling Act and under rules and regulations relating to such products or furs in a manner that will permit proper identification of each fur product or fur manufactured or handled. The item number required to be assigned to a fur product and to appear on the label and on the invoice relating to such product must appear in the records in such a manner as to identify the product through the various processes of manufacture, from whom purchased and the date of purchase.

Retention period: 3 years. 16 CFR 301.41

#### 1.3 Dealers advertising prices of furs and fur products.

To keep records to support pricing representations where comparative

prices and percentage savings claims are used in advertising.

Retention period: Not specified. 16 CFR 301.44

1.4 Persons guarantying as to flammable quality of fabrics in wearing apparel on basis of guarantees received by them.

To keep the guaranty received and identification of the fabric or fabrics guaranteed.

Retention period: 3 years after guaranty furnished. 16 CFR 302.8

1.5 Persons guarantying as to flammable quality of fabrics in wearing apparel on basis of class tests.

To keep records showing (a) identification of the class test; (b) fiber composition, construction, and finish type of the fabrics; (c) a swatch of each class of fabrics guaranteed.

Retention period: 3 years after test. 16 CFR 302.8

1.6 Persons guarantying as to flammable quality of fabrics in wearing apparel who have made tests thereof.

To keep records showing (a) style or range number, fiber composition, construction, and finish type of each fabric used in the article of wearing apparel, including a swatch of the fabric tested; (b) stock or formula number, color, thickness and general description of each film used in the article and a sample of the film; (c) results of actual tests.

Retention period: 3 years after test. 16 CFR 302.8

## XX. GENERAL ACCOUNTING OFFICE

#### 1.1 Contractor using bill of lading as shipper.

To keep bill of lading, memorandum copy, certified by initial carrier's agent.

Retention period: Where the bill of lading covers shipments made under a Government contract having a records retention clause, the memorandum copies should be retained together with other records pertaining to the contract for the specific period. When the shipment is made under a Government contract not having a record retention clause, the contractor's normal business practice as to retention of similar records may be followed. 4 CFR 52.9

#### 1.2 Contractors having Government contracts negotiated without advertising.

To keep records pertaining to the contracted project. (This requirement does not apply to contracts involving the development of military installations and facilities in foreign countries excepted from the requirement pursuant to section 4 of the act of February 12, 1958, 72 Stat. 11, 13, and section 505 of the act of August 20, 1958, 72 Stat. 636, 660. Nor does this requirement apply to certain contracts entered into with foreign governments or their agencies for service rendered to the United States or its agencies within the continental limits of the United States, or to purchases made

## RULES AND REGULATIONS

XXI. GENERAL SERVICES  
ADMINISTRATION

outside the continental limits of the United States under the Mutual Security Act of 1954, 22 U.S.C. 1793, as implemented by Executive Order No. 10784, October 1, 1958, 23 F.R. 7691.)

Retention period: 3 years after final payment under contract. 41 U.S.C. 254; 10 U.S.C. 2313. However, subcontracts under contracts for experimental, developmental or research work may contain clauses specifying that records pertaining to such subcontract need be retained only 3 years after final payment under the subcontract. Comptroller General's decision B-101404, September 8, 1952.

## 1.3 Contractors.

Contracts and amendments to contracts made under authority of the act of August 28, 1958, 72 Stat. 972, shall include the following contract provision: The Contractor agrees that the Comptroller General of the United States or any of his duly authorized representatives shall, until the expiration of 3 years after final payment, have access to and the right to examine any directly pertinent books, documents, papers, and records of the Contractor involving transactions related to this contract, and agrees to include similar provisions in all his related subcontracts. 50 U.S.C. 1433

## 1.4 Atomic Energy Commission contractors with negotiated contracts and subcontractors thereof (except foreign governments, agencies thereof, and contractors supplying source material with foreign producers).

Contract to include clause requiring retention of any directly pertinent books, documents, papers and records related to the contract or subcontract, for inspection by the Comptroller General or his representatives.

Retention period: 3 years after final payment unless agreement between the Commission and the General Accounting Office provides for earlier disposal. 42 U.S.C. 2206

## 1.5 Public Housing Administration contracts for loans or annual contributions under the United States Housing Act of 1937, as amended.

Contract to include clause permitting Comptroller General or his representatives access to and right to audit and examine any books, documents, papers, and records pertinent to operations with respect to financial assistance under the act.

Retention period: Not specified. 42 U.S.C. 1435

## 1.6 Federal Civil Defense Administration plans for financial contributions to States for personnel and administrative expenses under the Federal Civil Defense Act of 1950, as amended.

Plans submitted shall make available to Comptroller General or his representative books, records and papers necessary to audit under the act.

Retention period: Not specified. 50 U.S.C. App. 2286.

## 1.1 War contractors and subcontractors, World War II, having contract of \$25,000 or more or having termination inventory worth \$5,000 or more.

To keep records essential to determining performance under the contract and to justifying the settlement thereof (excluded from this provision are contractor records title to which is transferred to a Federal agency; war contractor records that are included by Federal agencies on records disposition schedules approved by the Congress in the manner provided in the Records Disposal Act of 1943 and war contractor records disposal of which is approved in writing by the Administrator of General Services and the Comptroller General of the United States.

Retention period: (a) Five years after such disposition of termination inventory by such war contractor or Government agency, or (b) five years after the final payment or settlement of such war contract, or (c) December 31, 1951, whichever applicable period is longer: *Provided, however, That where the termination inventory has been disposed of, or final payment or settlement of the war contract has been made on or after December 31, 1950, the above five-year period is reduced to three years.* 18 U.S.C. 443; and 32 CFR 2011.2-2011.4a

## 1.2 Sellers to the Government of tungsten, manganese, mica, beryl, asbestos, columbium-tantalum, and mercury.

To keep books, documents, papers, and records involving transactions related to the program.

Retention period: For duration of the program and 3 years thereafter. 32A CFR Ch. XIV, Reg. 2, sec. 8; Reg. 3, sec. 8; Reg. 4, sec. 12; Reg. 5, sec. 8; Reg. 6, sec. 12; Reg. 7, sec. 6; Reg. 8, sec. 7; Reg. 9, sec. 7; Reg. 10, sec. 12; Reg. 11, sec. 7; Reg. 12, sec. 7

## 1.3 Sellers to the Government of domestic chrome, tungsten, asbestos, and columbium-tantalum.

To keep books, documents, papers, and records involving transactions related to the program.

Retention period: For duration of the program and 3 years thereafter. 44 CFR 99.109, 99.207, 99.307, 99.507

## 1.4 Contractors.

Contract clause required by the act of October 31, 1951 (65 Stat. 700, 41 U.S.C. 254(c)), to be included in each contract negotiated without advertising pursuant to authority contained in title III of the Federal Property and Administrative Services Act of 1949, as amended to the effect that the Comptroller General of the United States or any of his duly authorized representatives shall until the expiration of 3 years after final payment have access to and the right to examine any directly pertinent books, documents, papers, and records of the contractor or any of his subcontractors engaged in the performance of and involving transac-

tions related to such contracts or subcontracts.

Retention period: 3 years after final payment under the contract. (See GSA Administrative Order 115, of December 21, 1951; GSA Manual GS 5-1, sec. 403.02; and GSA Reg. 1-II-209.03a.)

## 1.5 Contractors.

Contract clause required (1) by regulations issued under Title II of the First War Powers Act, 1941, as amended, to be included in contracts and amendments of contracts made prior to July 1, 1958, and (2) by regulations issued under the act of August 28, 1958, 72 Stat. 972, 50 U.S.C. 1431-1435, to be included in contracts and amendments of contracts, to the effect that the Comptroller General of the United States or any of his duly authorized representatives shall have access to and the right to examine any directly pertinent books, documents, papers, and records of the contractor or any of his subcontractors engaged in the performance of and involving transactions related to such contracts or subcontracts.

Retention period: 3 years after final payment under the contract. 50 U.S.C. App. 611; 50 U.S.C. 1431-1435; GSA Manual GS 1, Vol. GS 1-1, sec. 1004.09

## XXII. HOUSING AND HOME FINANCE AGENCY

## 1. Office of the Administrator

## 1.1 Local Public Agencies making relocation payments under slum clearance and urban renewal projects.

To maintain records pertaining to eligibility of relocation payments, including all supporting documentation; and to keep records and papers of individual claims for payments, including received bills or other evidence establishing validity of the claim.

Retention period: Not specified for eligibility records; permanent for records of claims. 24 CFR 3.104, 3.106

## 1.2 Applicants for exceptions from residential credit restrictions.

To keep the eligibility statements (HHFA-FHA Form No. 3352) submitted by eligible defense workers renting dwelling units in accordance with CR-3—Relaxation of Residential Credit Controls; Regulations Governing Processing and Approval of Exceptions and terms for Critical Defense Housing Areas.

Retention period: Not specified. 32A CFR Ch. XVII, CR 3, sec. 11

## 1.3 Applicants for exceptions from residential credit restrictions.

To keep the eligibility statements (HHFA-FHA Form No. 3352) submitted by eligible defense workers who bought dwellings erected for sale in accordance with CR-3—Relaxation of Residential Credit Controls; Regulations Governing Processing and Approval of Exceptions and Terms for Critical Defense Housing Areas.

Retention period: 6 months after date of sale. 32A CFR Ch. XVII, CR 3, sec. 16

1.4 Applicants for assistance under the programs administered by the Community Facilities Service (preparation by public agencies of plans for public works).

To keep accurate accounting records of all costs involved in connection with plan preparation.

Retention period: Not specified. 44 CFR 702.13

## 2. Federal Housing Administration

2.1 Lending agencies with respect to property improvement loans.

To keep complete credit and collection file pertaining to each eligible property improvement loan transaction, which will accompany any claim for loss made by the insured, and to include the borrower's application for a Title I loan, the original note, completion certificate(s) and other exhibits furnished to the lending institution by the borrower. Where proceeds of the loan are not disbursed directly to borrower without dealer intervention in any manner, file will include borrower's written authorization to disburse to other than the borrower, signed copy of contract or sales agreement describing type and extent of improvements to be made and the material to be used, also record of written notice to borrower of credit application approval. Proper evidence shall be in the file of permissible additional charges assessed against the borrower for additional expenses such as recording or filing fees, documentary stamp taxes, title examination charges and hazard insurance premiums in connection with Title I property improvement loans where security is taken in the nature of a real estate mortgage, deed of trust, conditional sales contract, chattel mortgage, mechanic's lien or other security device taken for the purpose of securing the payment of eligible loans. Evidence of late charge billing must be in the file if claim is made under the Contract of Insurance. With respect to Class 3 property improvement loans under Title I of the National Housing Act, the property description, plans and specifications shall remain a permanent part of the loan file in connection with certification to the Commissioner by the insured that in its opinion the site is suitable for a home and the proposed structure when completed will not adversely affect surrounding properties.

Retention period: Not specified. 24 CFR 200.171, 200.172, 200.174, 200.177, 200.185, 201.2, 201.4, 201.8, 201.11, 202.8

### 2.2 Lending agencies—Title I.

To keep dealer files in connection with dealer approval, investigation and control which shall contain the dealer application, the approval by the insured together with supporting information and a record of the insured's experience with the loans originated by such dealer.

Retention period: Not specified. 24 CFR 200.170, 201.8

### 2.3 Lending agencies with respect to multifamily housing insured under sections 207, 213, 220, 221, 803, and 908 of the National Housing Act.

To keep records filed by the mortgagor with respect to occupancy reports when

prescribed by the Commissioner, annual CPA reports, and copies of minutes of stockholders' and directors' meetings certified to by the Secretary of the Corporation (mortgagor).

Retention period: Not specified. 24 CFR 232.19, 241.30, 263.1, 268.1, 292.1, 296.1

### 2.4 Mortgagors of multifamily housing under sections 207, 213, 220, 221, and 803 of the National Housing Act.

To keep books and accounts in accordance with requirements of the FHA Commissioner and in such form as will permit a speedy and effective audit and maintain for such periods of time as may be prescribed by the Commissioner; contracts, records, documents, and papers shall be subject to inspection and examination by the FHA Commissioner and his duly authorized agent at all reasonable times.

Retention period: Not specified. 24 CFR 232.19, 241.30, 263.1, 268.1

### 2.5 Mortgagors of multifamily rental housing under sections 207, 213, 220, 221, and 803 of the National Housing Act.

Where neither mortgagor nor its associates has any interest in the builder, financial or otherwise, and in connection with cost certification procedure, records shall be kept of all costs of any construction or other cost items not representing work under the general contract; where the mortgagor and/or its associates have an interest in the builder, contractor, or any subcontractor, the mortgagor shall keep such records and in turn require the builders to keep similar records. Requirements also apply to rehabilitation projects.

Retention period: Not specified. 24 CFR 232.26, 241.35, 241.37, 263.1, 268.1, 292.1

### 2.6 Lending agencies with respect to multifamily rental housing insured under sections 207, 213, 220, 221, 608, 611, 803, and 908 of the National Housing Act.

When eligible to receive the benefits of the mortgage insurance, and where it is elected to assign the mortgage to the FHA Commissioner, along with other requirements, there will be assigned and delivered to the Commissioner, all records, documents, books, papers, and accounts relating to the mortgage transaction.

Retention period: Not specified. 24 CFR 233.8, 242.5, 264.1, 269.1, 282.8, 289.8, 293.1, 293a.8, 297.1

### 2.7 Investors insured under yield insurance provisions under title VII of the National Housing Act.

Shall establish and maintain such books, records and accounts with respect to the insured project as may be prescribed by the Commissioner and will, in the judgment of the Commissioner, adequately and accurately reflect the conditions and operations of the project. The investor shall agree to permit the Commissioner or his agent at all reasonable times upon request to examine any and all books, records, contracts, documents, and accounts of the investor which re-

flect in any way the condition or operations of the project.

Retention period: Not specified. 24 CFR 291.6

### 2.8 Lending agencies for multifamily rental housing under sections 207, 213, 220, 221, 608, 609, 611, 803, and 908 of the National Housing Act.

Upon assignment of the mortgage to the Federal Housing Commissioner, when entitled to receive the benefits of the insurance will deliver to the Commissioner, in addition to other items specified, all records, documents, books, papers, and accounts relating to the mortgage transaction.

Retention period: Not specified. Secs. 207, 213, 220, 221, 608, 609, 611, 803, and 908, National Housing Act of 1934

### 2.9 Mortgagors of new or rehabilitated multifamily housing insured under sections 207, 213, 220, 221, and 803 of the National Housing Act.

To keep such records as are prescribed by the Federal Housing Commissioner at the time certification to keep such records is made and to keep them in such form as to permit a speedy and effective audit.

Retention period: Not specified. Sec. 814, Housing Act of 1954

## XXIII. INTERSTATE COMMERCE COMMISSION

### 1.1 Refrigerator car lines.

To keep records as listed in the sections cited.

Retention periods: Various. 49 CFR 24.01-2, 110.7

### 1.2 Railroad companies.

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 110.7

### 1.3 Electric railway companies.

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 110.31

### 1.4 Sleeping car companies.

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 110.50

### 1.5 Express companies.

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 110.70

### 1.6 Pipeline companies.

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 110.90

### 1.7 Persons which furnish cars to railroads.

To keep records as listed in section cited.

Retention periods: Various. 49 CFR 110.104

## RULES AND REGULATIONS

**1.8 Motor carriers other than Class I.**

To keep records as listed in the sections cited, except that Class II motor carriers of property comply with 49 CFR 203.301-203.307.

Retention periods: Various. 49 CFR 203.1, 203.4

**1.9 Brokers for motor carriers.**

To keep same records for same periods as motor carriers other than Class I, insofar as applicable.

Retention periods: Various. 49 CFR 203.100

**1.10 Motor carriers, Class I.**

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 203.307

**1.11 Water carriers.**

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 325.7

**1.12 Freight forwarders.**

To keep records as listed in the section cited.

Retention periods: Various. 49 CFR 450.11

**XXIV. PANAMA CANAL COMPANY AND CANAL ZONE GOVERNMENT****1.1 Masters of vessels transferring hazardous liquid cargoes in Canal Zone ports.**

To keep original of the "Declaration of Inspection Prior to Bulk Cargo Transfer."

Retention period: Discard at expiration of voyage. 35 CFR 4.121

**1.2 Masters of vessels at sea, destined for Canal Zone ports.**

To keep sanitary log or other official record of sanitary conditions and corrective measures taken.

Retention period: Retention not required by Canal authorities beyond expiration of voyage. 35 CFR 24.50, 24.52

**1.3 Vessels undergoing sanitary inspection at Canal Zone ports.**

To keep certificates covering deratization or exemption from deratization.

Retention period: Indefinite. 35 CFR 24.89

**1.4 Vessels transiting or partially transiting Panama Canal.**

To keep tonnage certificate, a full set of plans, and a copy of the measurements which were made at the time of issue of its national tonnage certificate.

Retention period: Until vessel is decommissioned. 35 CFR 27.3

**XXV. RAILROAD RETIREMENT BOARD****1.1 Employers subject to contributions under the Railroad Unemployment Insurance Act for any calendar quarter.**

To keep such permanent records as are necessary to establish the total amount

of compensation paid to employees, during each such quarter for services performed after June 30, 1939.

Retention period: At least 4 years. 20 CFR 345.24

**1.2 States (employment agencies).**

To make records available to Railroad Retirement Board.

Retention period: Not specified. 42 U.S.C. 503(c)(1)

**XXVI. SAINT LAWRENCE SEAWAY DEVELOPMENT CORPORATION****1.1 Vessels using the St. Lawrence Seaway in United States waters.**

To maintain a "Record of Use (Log) of the Radio Telephone Installation for Safety Purposes" and make it available for examination in accordance with Regulation 4(2) of the Agreement of November 13, 1954, and also by officials of the Seaway Development Corporation.

Retention period: Not specified. 33 CFR 401.4

**XXVII. SECURITIES AND EXCHANGE COMMISSION****1.1 Exchange members, brokers, and dealers.**

To keep books and records relating to their business including blotters; ledgers; other records of orders, purchases, and sales; records of the proof of money balances of all ledger accounts in the form of trial balances; and other records and accounts as specified in the sections cited.

Retention periods: 6 years and 3 years as specified in the sections cited. 17 CFR 240.17a-3, 240.17a-4

**1.2 Exchange members, brokers, and dealers.**

To keep all partnership articles, articles of incorporation, charters, minute books, and stock certificate books.

Retention period: Life of business and its successors. 17 CFR 240.17a-4

**1.3 National securities exchanges.**

To keep copies of statements, exhibits, and other information regarding registered securities, filed pursuant to sections 12, 13, 14, and 16 of the Securities Exchange Act of 1934.

Retention period: The foregoing materials may be destroyed after five years in accordance with plans submitted to and declared effective by the SEC pursuant to its Rule X-17A-6. 17 CFR 240.17a-6, 240.24b-3

**1.4 Mutual service companies and subsidiary service companies associated with registered public utility holding companies.**

To keep uniform books of account and other records to show fully the facts pertaining to all entries and supported in sufficient detail to permit ready identification and analysis. These records include not only accounting records in a limited technical sense, but all other records such as minute books, stock

books, reports, memoranda, contracts, invoices, maps, correspondence, other papers and documents which support entries to accounts and are necessary or useful in analyzing accounts or developing facts concerning any transaction.

Retention period: Permanent, except as otherwise authorized by the Securities and Exchange Commission pursuant to the Uniform System of Accounts for Mutual Service Companies and Subsidiary Service Companies. 17 CFR 256.01-8

**1.5 Registered public utility holding companies which are not also operating companies.**

To keep uniform books of account to show fully facts pertaining to all entries and supported by sufficient detail to permit ready identification and analysis. These records include not only accounting records in a limited technical sense, but all records such as minute books, stock books, reports, memoranda, contracts, correspondence, other papers and documents which may be useful in developing history of or facts regarding any transaction recorded in accounts.

Retention period: Destroy only upon consent and approval of the Commission pursuant to the Uniform System of Accounts for Public Utility Holding Companies. 17 CFR 257.0-3

**1.6 Registered investment companies and underwriters, brokers, dealers, or investment advisers which are majority-owned subsidiaries of such companies.**

To keep such records, books, and other documents as constitute the record forming the basis for financial statements required to be filed pursuant to section 30 of the Investment Company Act of 1940, and of the auditor's certificate relating thereto. These records include general and auxiliary ledgers (or other records reflecting asset, liability, reserve, capital, income and expense accounts), all general and special journals (or other records forming the basis for entries in such ledgers) and all minute books, vouchers, memoranda, correspondence, and other documents.

Retention period: For vouchers, memoranda, correspondence, etc.—6 years. For other records—permanent, except as otherwise approved by the Securities and Exchange Commission pursuant to Rule N-31A-1. Microfilming permitted after 3 years. 17 CFR 270.31a-1

**1.7 Persons having transactions with registered investment companies (every investment adviser not a majority-owned subsidiary of, and every depositor of any registered investment company, and every principal underwriter for any registered investment company other than a closed-end company).**

To keep books and documents necessary or appropriate to record transactions with company.

Retention period: 6 years, except as otherwise approved by the Securities and Exchange Commission pursuant to Rule N-31A-2. Microfilming permitted after 3 years. 17 CFR 270.31a-2

## XXVIII. VETERANS ADMINISTRATION

### 1.1 Institutions furnishing educational or training courses to veterans under chapter 31, title 38, U.S. Code, and section 12 of Public Law 85-857.

(a) *Supply records.* To keep certification by the instructor, dean or president of the institution of the itemized list of supplies required by each student; a standard list by subjects of the supplies required for each quarter, semester or year; a file for each student showing the items authorized for issuance to him, evidence of such issuance consisting of his signature as indicating receipt, and the prices charged; and receipts taken by the institution for books, supplies, and equipment furnished the veteran covering the purchase, issuance or reissuance of books, supplies, and equipment.

Retention period: 3 fiscal years following the actual date of submission of covering vouchers to the Veterans Administration (unless further retention is requested by the General Accounting Office or the Veterans Administration); may keep the records in microfilm form. 38 CFR 21.539

(b) *General records.* To keep records of progress and attendance of veterans; adequate financial records to support the claims for payment for veteran training, including financial records required to substantiate tuition rates based upon cost data (including payroll ledgers, canceled checks, disbursement vouchers, invoices, general ledgers, journals, ledgers for cash receipts and cash disbursements, inventory records, records of accounts payable, and accounts receivable).

Retention period: 3 fiscal years following the actual date of submission of covering vouchers to the Veterans Administration (unless further retention is requested by the General Accounting Office or the Veterans Administration). 38 CFR 21.672

### 1.2 Institutions furnishing correspondence courses to veterans under chapter 31, title 38, U.S. Code, and section 12 of Public Law 85-857.

To keep records of progress of veterans and all records and books of account pertaining to the contract.

Retention period: Minimum of 3 years following date upon which final payment under contract becomes due. Even after 3 years, records may be destroyed only upon written authorization from the Veterans Administration. 38 CFR 21.626

### 1.3 Educational institutions under chapter 33, title 38, U.S. Code.

To keep appropriate records and accounts, including but not limited to (a) records and accounts which are evidence of tuition and fees charged to all students; (b) records of previous education or training of veterans at time of admission, and records of advance credit at time of admission; and (c) records of grades and progress of veterans.

Retention period: 3 years following termination of enrollment period, unless

further retention requested by General Accounting Office or Veterans Administration not later than 30 days prior to end of 3-year period. 38 CFR 21.2306

### 1.4 Educational institutions furnishing nonaccredited courses under section 1654, chapter 33, title 38, U.S. Code, supra.

To keep, in addition to the records and accounts described in item 1.3, above, (a) records of leave, absences, class cuts, makeup work, tardiness, and interruptions for unsatisfactory conduct or attendance; and (b) records of refunds of tuition, fees, and other charges made to a veteran who fails to enter the course or withdraws, or is discontinued prior to completion of the course.

Retention period: 3 years following termination of enrollment period, unless further retention requested by General Accounting Office or Veterans Administration not later than 30 days prior to end of 3-year period. 38 CFR 21.2306

### 1.5 Educational institutions furnishing institutional on-farm training courses under section 1652, chapter 33, title 38, U.S. Code, supra.

To keep in addition to the records and accounts described in item 1.3, above, records of the individual and organized group instruction furnished.

Retention period: 3 years following termination of enrollment period, unless further retention requested by General Accounting Office or Veterans Administration not later than 30 days prior to end of 3-year period. 38 CFR 21.2306

### 1.6 Training establishments furnishing apprentice or other training-on-the-job courses under chapter 33, title 38, U.S. Code, supra.

To keep appropriate records pertaining to such training including, but not limited to, (a) payroll records; (b) records of attendance; and (c) records of progress toward job objective, including accomplishments and failures.

Retention period: 3 years following termination of enrollment period, unless further retention requested by General Accounting Office or Veterans Administration not later than 30 days prior to end of 3-year period. 38 CFR 21.2201, 21.2306

### 1.7 Educational institutions furnishing education or special restorative training under chapter 35, title 38, U.S. Code.

To keep appropriate records and accounts, including but not limited to, (a) records and accounts which are evidence of tuition and fees charged to and received from or on behalf of all students and trainees; (b) records of previous education or training of eligible persons enrolled under the law at time of admission and records of advance credit granted by institution; and (c) records of the eligible person's grades and progress.

Retention period: Not specified. 38 CFR 21.3306

### 1.8 Educational institutions having eligible persons under chapter 35, title 38, U.S. Code, supra, enrolled in courses which do not lead to standard college degree.

To keep, in addition to the records and accounts described in item 1.7, above, records of leave, absences, class cuts, makeup work, and tardiness.

Retention period: Not specified. 38 CFR 21.3306

### 1.9 Educational institutions having eligible persons under chapter 35, title 38, U.S. Code, supra, enrolled in non-accredited courses approved under section 1654, chapter 33, title 38, U.S. Code.

To keep, in addition to records and accounts described in 1.7 and 1.8, above, (a) records of interruptions for unsatisfactory conduct or attendance; and (b) records of refunds of tuition, fees, and other charges made to an eligible person who fails to enter the course or withdraws or is discontinued prior to completion of the course.

Retention period: Not specified. 38 CFR 21.3306

### 1.10 Holders of loans guaranteed or insured by the Veterans Administration under chapter 37, title 38, U.S. Code.

To keep a record of each loan showing the amounts of payments received on the obligation and disbursements chargeable thereto, and the dates thereof.

Retention period: Not specified. 38 CFR 36.4330

### 1.11 Holders of loans insured by the Veterans Administration under chapter 37, title 38, U.S. Code.

To keep an insurance account showing the amounts credited as available for the payment of losses on insured loans made or purchased by the holder and the amounts debited on account of transfers of insured loans, purchases by the Veterans Administration under 38 CFR 36-4318, or payment of losses.

Retention period: Until effective date of closing of insurance account by the Veterans Administration. 38 CFR 36-4370

## SUPPLEMENTS

### Supplement I—Requirements Under the Emergency Price Control Act of 1942 and the Second War Powers Act of 1942

Requirements contained in World War II price control regulations have expired, except insofar as the records may be pertinent to unsettled claims or litigation. (See 11 F.R. 12568 and 23 F.R. 10538.)

The Second War Powers Act of March 27, 1942 (56 Stat. 185) provided that contractors with defense contracts placed after September 8, 1939 could be required to produce any books or records deemed relevant for audit and inspection by any agency or officer designated by the President or the Chairman of the War Pro-

## RULES AND REGULATIONS

duction Board. The effectiveness of this Act was continued by the Act of June 30, 1953 (67 Stat. 120), for the duration of the national emergency proclaimed December 16, 1950, and for 6 months thereafter.

**Supplement II—Civil Aeronautics Requirements on Availability of Credentials for Inspection in 14 CFR**

Party	Competency certificate	Medical certificate
Pilots		
Airline Transport Pilot	43.40	
Lighter-than-Air Pilot	21.23	21.40(c)
Mechanics	22.32(a)	22.32(a)(1)
Repairman	24.9	
Parachute Rigger	24.103	
Control Tower Operator	25.9	
Dispatcher	26.29	
Radio Operator	27.42	
Navigator	33.41	33.43
Engineer	34.14	34.15
Ground Instructor	35.42	35.43
Manufacturers:		
Type Certificate	51.3	
Production Certificate	1.17	
Airworthiness Certificate	1.45	
Ground and Flight School	1.65	
Repair Station	50.21	
Mechanic School	52.9	
Parachute Loft	53.9	
Carriers:		
Scheduled Domestic Carrier	54.10	
Other Scheduled Carrier	40.15	
Irregular Carrier	41.4	
General Operator	42.7	
Foreign Air Carrier	43.10	
Flight Crew—Foreign Air Carrier	44.3	
Commercial Operator	44.5	
Foreign Civil Aircraft	45.2	
Airman	190.20	
Pilots	190.21	
	43.40	

## INDEX

**Explanation.** The index is a guide to the persons, groups, or products covered by the subject titles in the list. It does not purport to bring together under a given entry a complete analysis of all requirements relating to a given business or product. Thus, a requirement affecting corporations in liquidation will be found under "corporation" because the word appears in the subject title in the list. There are many other requirements, however, affecting corporations which must be sought under "taxes", "manufacturers", "employers", "contractors", name of product or other subject. In the same way general categories of persons to whom requirements may apply (such as manufacturers or importers) have been included only if they are particularly necessary in identifying the applicability of the requirements.

Items included in the index are keyed to the department (or agency) number shown in the contents. References are to agency and item numbers, not to **FEDERAL REGISTER** pages.

## A

Accounts, Bureau of, X 1.1  
Admissions taxes, X 4.38  
Agents:  
Cargo and miscellaneous vessels, X 9.2, 9.13, 9.15-9.16  
Denaturers, X 4.138  
Nautical school ships, X 9.8  
Shipping companies, II 3.1-3.9  
Treasury savings stamp agents selling U.S. savings stamps in schools, X 8.2

Agricultural commodities:  
Classifiers, inspectors, graders, and weighers, I 3.47  
Crop insurance, I 9.1  
Dealers, commission merchants, and brokers, I 3.24  
Distribution programs, I 3.25-3.27  
Exporters, II 2.6  
Handlers, growers, and shippers of, I 3.1-3.21  
Price support programs, I 7.1-7.9  
Warehousing, I 3.40-3.50  
Agricultural conservation program, I 2.1-2.2  
Agricultural Conservation Program Service, I 2.1-2.2  
Agricultural Marketing Act of 1937, I 3.1-3.21, 3.31  
Agricultural Marketing Act of 1946, I 3.58  
Agricultural Marketing Service, I 3.1-3.60  
Agricultural Research Service, I 4.1-4.4  
Agricultural Service, Foreign, I 1.1  
Agriculture Department:  
See Agricultural Conservation Program Service  
Agricultural Marketing Service  
Agricultural Research Service  
Agriculture, Office of the Secretary of  
Commodity Exchange Authority  
Commodity Stabilization Service  
Farmers Home Administration  
Federal Crop Insurance Corporation  
Agriculture, Office of the Secretary of, I 1.1  
Agriculture, vocational education in, IV 1.3  
Air carriers:  
Alaskan, XII 1.8  
Charter trips, off-route, XII 1.2  
Distilled spirits or wine withdrawn from stock in customs for use as supplies on aircraft, X 4.259  
Foreign, XII 1.2, 1.3; Supp. II  
Freight forwarders, XII 1.9  
General, XII 1.2-1.8; XIV 1.18-1.36; Supp. II  
Helicopter service in interstate transportation, XIV, 1.33-1.35  
Interstate, XIV 1.19-1.20, 1.33-1.35  
Irregular and off-route, XII 1.2, 1.7; XIV 1.24-1.31; Supp. II  
Local service carriers, XII 1.5  
Operating turbine-powered transport airplanes under provisional type certification, XIV 1.1  
Operators, XIV 1.9, 1.26; Supp. II  
Outside continental United States scheduled operations, XIV 1.21-1.23  
Owners or operators, XIV 1.9  
Pilots, XIV 1.13  
Supplemental, XII 1.7  
Air Force; contractors, III 1.1-1.6; 2.1-2.3; X 4.19  
Air Force, Department of the, III 2.1-2.3  
Air navigation facilities:  
Instrument landing system, XIV 1.46  
Nondirectional radio beacons, XIV 1.45  
Aircraft and related subjects:  
Accidents, XIV 1.43, 1.44  
Air carriers. See Air carriers  
Contractors constructing for the Army, the Navy, and the Air Force, X 4.19-4.20  
Dispatchers, Supp. II  
Distributors of aircraft, XIV 1.5  
Engineers, Supp. II  
Aircraft and related subjects—Continued  
Flight instructors, XIV 1.12  
Flight test applicants, XIV 1.8  
Foreign civil aircraft, XII 1.1; Supp. II  
Ground instructors, Supp. II  
Instruction courses, XIV 1.14, 1.16-1.17, 1.37, 1.41  
Manufacturers of aircraft and related equipment, XIV 1.2-1.4, 1.6-1.7, 1.10, 1.47; Supp. II  
Mechanics, Supp. II  
Navigators, Supp. II  
Operators, XII 1.1; XIV 1.26  
Owners, masters, officers, employees, and agents in transportation, II 5.1; XIV 1.9, 1.32, 1.43  
Parachute loft certifications, XIV 1.42; Supp. II  
Parachute riggers, XIV 1.15; Supp. II  
Pilot certificate applicants, XIV 1.11  
Pilots, XIV 1.13, 1.14, 1.43; Supp. II  
Radio operators, Supp. II  
Radio stations and carriers, XV 1.14-1.16  
Repair stations, XIV 1.10, 1.38-1.40; Supp. II  
Repairmen, Supp. II  
Schools, XIV 1.37, 1.41; Supp. II  
Students, XIV 1.14  
Airman schools, XIV 1.37  
Airports:  
Contractors and sponsors for construction of public airports, XIV 1.48-1.51  
Control tower personnel, XIV 1.53; Supp. II  
Instrument landing system facilities, XIV 1.46  
Nondirectional radio beacon facilities, XIV 1.45  
Repair or rehabilitation of public airports, XIV 1.52  
Alaska:  
Air carriers, XII 1.8  
Animals, birds, and game fishes; persons issued permits to take, possess, transport, buy, or sell, V 3.10  
Fishing operations, V 3.9, 3.11  
Fur dealers and stores operated by or for Indians and Eskimos, V 3.7  
Fur farmers, I 4.4  
Game Law, V 2.1  
Hunters and trappers, V 3.8  
Otter trawl operators, V 3.12  
Radio stations, XV 1.13  
Sale of poisons, V 2.1-2.2  
Alaska Game Commission, V 2.1-2.2  
Alcohol:  
Experiments in production of, X 4.119  
Persons receiving tax-free alcohol from GSA, X 4.136  
Tax free, X 4.135-4.136, 4.153  
Taxes, 4.118-4.153  
Withdrawn for deposit in a foreign-trade zone, X 4.261-4.262  
Alien Property, Office of, VI 2.1  
Aliens; recipients of nonimmigrant visas, IX 1.1  
Almonds; marketing orders, I 3.1-3.2  
Aluminum; defense materials regulations, II 1.4  
American Samoa; employers, VII 4.62  
Ammunition. See Arms, ammunition, and implements of war  
Animals, fur and game, in Alaska, V 3.10  
Antibiotic drugs distributors, IV 2.7  
Anti-freeze solutions manufacturers and dealers, X 4.143

Anti-hog-cholera serum and hog-cholera virus, I 4.2, 4.3

Apartment house managers, VIII 1.3

Apprentices and learners:

- Employers of, VII 4.4, 4.6, 4.7
- Joint apprenticeship committees, VII 4.5

Telephone exchanges, VII 4.7

Veterans training courses, XXVIII 1.6

Apprenticeship committees, VII 4.5

Apricots; marketing orders, I 3.19

Argon; defense materials regulations, II 1.8

Armed Services Procurement Act of 1947; banks and banking institutions holding advance payments to contractors under terms of the act, III 1.14

Arms, ammunition, and implements of war:

- See also Firearms
- Exporters, IX 1.2
- Importers, IX 1.2
- Manufacturers, IX 1.2

Army:

- Aircraft, X 4.19
- Contractors, III 1.1-1.16, 3.2, 3.3; X 4.19

Army, Department of the, III 3.1-3.3

Arsenicals importers and manufacturers, IX 3.9

Asbestos purchase program participants, XXI 1.2, 1.3

Athletic clubs or organizations, taxes, X 4.39

Atomic energy:

- Contractors and subcontractors, XI 1.1, 1.8; XX 1.4
- Restricted data; holders of access permits to, XI 1.3

Atomic Energy Commission, XI

Automobile tires; manufacturers, producers, or importers, X 4.106

Aviation. See Air carriers; Aircraft and related subjects; and Airports

Aviation Agency, Federal, XIV 1.1-1.53

B

Banks and banking institutions:

- See also Housing
- Applicants for deposit insurance, XVI 1.1-1.2
- Applicants for establishment of branch or for move of office or branch, XVI 1.3
- Holding advance payments to contractors, III 1.14
- Insured banks, XVI 1.1-1.9
- Mutual savings banks, XVI 1.3
- National banks, X 2.1-2.3
- Receiving bearer securities for restrictive endorsement, X 8.1
- State banks, XVI 1.1-1.3
- Barley crop insurance, I 9.1
- Basketballs; manufacturers, X 3.4
- Bauxite importers, X 3.11
- Beans, dry edible, crop insurance, I 9.1
- Beer:

  - Dealers, X 4.155, 4.158
  - Importers, X 4.257
  - Withdrawn for deposit in a foreign trade zone, X 4.266

- Berth agents; shipping companies, II 3.1
- Beryl ore purchase program participants, XXI 1.2
- Bills of lading, contractor using, as shipper, XX 1.1
- Biological products manufacturers, distributors, and importers, I 4.1; IV 3.9
- Birds, game and nongame, V 3.10
- Birds, migratory, V 3.1-3.5

Blind; agencies for the blind selling to Government agencies, XIII 1.1-1.2

Blood, whole; processors, IV 3.10

Bond and stockbrokers, X 4.42-4.45

Bonded dealers; specially denatured alcohol, X 4.144, 4.145

Bonded warehouses; proprietors and operators:

- Customs, X 3.13
- Industrial alcohol and distillery denaturing warehouses, X 4.110, 4.112, 4.118, 4.126-4.133, 4.157, 4.168-4.175, 4.255, 4.258, 4.263
- Internal revenue, X 4.111, 4.112, 4.157, 4.196-4.202, 4.255, 4.258, 4.264, 4.269, 4.270
- Sea stores, X 4.268
- Smelting and/or refining, X 3.12
- Tobacco export, X 4.269, 4.270
- Wheat, imported, X 3.13

Bonded wine cellars and wineries, X 4.219-4.245, 4.265

Borrowers; Farm Ownership, I 8.1

Bottlers:

- Distilled spirits, X 4.114, 4.117
- Taxpaid spirits, X 4.157
- Tolltries made with specially denatured alcohol, X 4.147

Bottling houses, X 4.203-4.211, 4.255, 4.258

Brewers, X 4.247-4.253, 4.266

Bridges, interstate toll, III 3.2, 3.3

British Token Import Plan, II, 2.1-2.3

Brokers:

- For motor carriers, XXIII 1.9
- Foreign insurance policies, X 4.46-4.47
- Licensed customhouse, X 3.17
- Securities, X 4.42-4.45; XXVII 1.1-1.3
- Under the Perishable Agricultural Commodities Act of 1930, I 3.24

Buckle and button manufacturing industry, VII 4.38-4.39

Buffalo hides and skins importers, X 3.3

Building and loan companies. See Banks and banking institutions; and Housing

Business and Defense Services Administration, II 1.1-1.8

Business transfer and transfer of quotas and ratings under defense production regulations, II 1.5

Butter, adulterated and process or renovated; manufacturers and wholesalers, X 4.92-4.93

Button and buckle manufacturing industry, VII 4.38-4.39

Buyers:

- Cotton, I 6.2-6.5, 6.8-6.11
- Fish or shellfish, in Alaska, V 3.11
- Peanuts, I 6.26
- Rice, I 6.28
- Tobacco, I 6.14
- Wheat, I 6.24

C

Cabaret taxes, X 4.38

Cable and telegraph carriers, XV 1.34

Cable transmission of information, taxes on, X 4.51

California:

- State Agricultural Commissioner, V 3.4
- State Reclamation Board, III 3.1

Camel's hair or wool, X 3.6-3.8

Canal Zone Government, XXIV

Canners, X 3.5

Cargo insurance, war risk, II 3.26, 3.27

Carriers:

- See also Air Carriers; and Vessels
- Communication services required to collect taxes, X 4.51

Carriers—Continued

- Cotton, transportation of, I 6.5, 6.11
- Denatured alcohol and undenatured ethyl alcohol, X 4.153
- Freight, XXIII 1.12
- Motor carriers, XXIII 1.8-1.10
- Passengers, X 4.52
- Petroleum, V 4.7; X 4.50
- Property, X 4.53-4.54
- Radio stations, XV 1.1-1.32
- Railroad, XXIII, 1.1-1.4
- Telegraph and cable, XV 1.34
- Telephone, XV 1.33
- Water carriers, transportation by, XXIII 1.11
- Wheat, X 3.13

Cars:

- Persons furnishing cars to railroads, XXIII 1.7
- Refrigerator car lines, XXIII 1.1
- Charterers of vessels, X 9.11, 9.13, 9.15, 9.16
- Dry-cargo vessels, II 3.10, 3.23
- War-built vessels, II 3.20, 3.22-3.24

Cheese, filled:

- Manufacturers, X 4.87, 4.108
- Taxes, X 4.87-4.88
- Wholesalers, X 4.88

Chemists, cottonseed, I 3.58

Cherries; marketing orders, I 3.20

Child labor:

- Minimum age requirements, VII 1.5
- Provisions of Fair Labor Standards Act, VII 1.3, 1.5

Chinese Communist ports; shipping restrictions, II 5.1

Chrome purchase program participants, XXI 1.3

Cigars and cigarettes:

- Cigarette papers and tubes manufacturers, X 4.267, 4.280, 4.282
- Importers, X 4.272, 4.274-4.275
- Manufacturers, X 4.267, 4.271-4.272, 4.274-4.276, 4.280
- Taxes, X 4.271-4.272, 4.274-4.276, 4.280-4.282

Citrus fruit:

- See also Fruit
- Crop insurance, I 9.1

Civil Aeronautics Board, XII

Civil aeronautics credentials, Supp. II

Civil defense plants; financial contributions to States for personnel and administrative expenses, XX 1.6

Classifiers:

- Agricultural commodities, I 3.47
- Cotton, I 3.56, 3.57

Clearing houses for cotton futures, X 4.40

Clubs or organizations; taxes X 4.39

Coal mines:

- Lessees, V 4.1
- Operators, V 8.1

Coal-tar color distributors, IV 2.4

Coast Guard, United States, X 9.1-9.17

Coca leaves:

- See also Drugs; and Narcotics
- Importers, X 7.1, 7.4
- Manufacturers importing, X 4.64
- Withdrawal of, X 4.64

Coconut and other vegetable oils, X 4.91

Coin or currency, export of, VI 2.1

Cold storage or locker plant operators, V 3.1

Columbium-tantalum purchase program participants, XXI 1.2, 1.3

Combustible cargoes, X 9.1, 9.3, 9.12-9.15; XXIV 1.1

## RULES AND REGULATIONS

Commerce Department:  
*See* Business and Defense Services Administration  
 Commerce, Under Secretary for Transportation  
 Foreign Commerce, Bureau of Maritime Administration  
 Public Roads, Bureau of  
 Commerce, Under Secretary for Transportation, II 5.1  
 Commercial-fishing operations in Alaska, V 3.9  
 Commercial picking establishments operators, V 3.1  
 Commercial Shipping Restriction Orders T-1 and T-2; Hong-Kong, Macao, Communist China, North Korea, and Communist-controlled area of Viet-Nam, II 5.1  
 Commission merchants, dealers, and brokers:  
 Futures transactions, I 5.1-5.11  
 Under the Perishable Agricultural Commodities Act of 1930, I 3.24  
 Committee on Purchases of Blind-Made Products, XIII  
 Commodities:  
 Agricultural. *See* Agricultural commodities  
 Trading in, I 5.1-5.14  
 Commodity Credit Corporation, I 7.1-7.15  
 Commodity Exchange Authority, I 5.1-5.14  
 Commodity exchanges, I 5.1-5.14  
 Commodity futures, I 5.1-5.14  
 Commodity price support programs:  
 Cottonseed crushers, I 7.2  
 Peanut shellers, I 7.4  
 Tung nuts, cooperative associations handling, I 7.3  
 Wool grower pool managers and member-associations, I 7.7  
 Wool handlers, I 7.6  
 Commodity Stabilization Service, I 6.1-6.33, 7.1-7.15  
 Common carriers. *See* Carriers and specific types of carriers  
 Communications:  
 General, XV 1.1-1.34  
 Persons required to collect taxes on, X 4.51  
 Community Facilities Service; public works, XXII 1.4  
 Components or parts; defense materials regulations, II 1.4  
 Comptroller of the Currency, X 2.1-2.3  
 Concentrate plants, X 4.166-4.167  
 Concessioners; National Park Service, V 9.1  
 Connally Act, V 4.3-4.7  
 Conservation, agricultural, program; persons eligible for payments under, I 2.1  
 Construction licensees and permittees; Atomic Energy Commission, XI 1.5  
 Construction materials and machinery; defense materials regulations, II 1.4  
 Construction project grants; applicants receiving Federal funds, IV 3.6  
 Contract markets:  
 Futures transactions, I 5.8, 5.9, 5.11  
 Members, I 5.8, 5.9, 5.11, 5.12, 5.13  
 Warehouse operators, I 5.13  
 Contractors:  
 Air Force, III 1.1-1.16, 2.1-2.3; X 4.19  
 Airport construction, XIV 1.48  
 Army, III 1.1-1.16, 3.2, 3.3; X 4.19  
 Atomic energy, XI 1.1, 1.8; XX 1.4  
 Defense, Supp. I  
 Contractors—Continued  
 Defense Department (inc. Air Force, Army, and Navy), III 1.1-4.1  
 District of Columbia, VII 3.1-3.3  
 Federal Government, XX 1.1-1.4; XXI 1.1, 1.4, 1.5  
 Federally financed and assisted constructions, VII 1.1, 1.2  
 First War Powers Act of 1941, XXI 1.5  
 Hospital and medical facilities projects, IV 3.3  
 Maritime Administration, II 3.1-3.28  
 Navy, III 1.1-1.16; X 4.20  
 Shipbuilding, II 3.1-3.28  
 Subject to Public Contracts Act, VII 3.1-3.3  
 Using bills of lading as shippers, XX 1.1  
 Vessels, X 9.11  
 World War II, XXI 1.1  
 Contracts:  
*See also* Contractors  
 Futures, commodities (various), I 5.13, 5.14  
 Public Housing Administration loans, XX 1.5  
 Sale of cotton for future delivery; taxes, X 4.40  
 Controlled materials under BDSA regulations and orders, II 1.1-1.8  
 Cooperative associations, etc.:  
 Fur dealers in Alaska; cooperative stores, V 3.7  
 Lemon handlers, I 3.8  
 Livestock and live poultry market agencies, I 3.33, 3.36-3.37  
 Packers and Stockyards Act, 1921, I 3.32  
 Rice Loan and Purchase programs participants, I 7.1  
 Tobacco farmers or growers, X 4.278  
 Tung Nut Price Support Program participants, I 7.3  
 Wool Price Support program participants, I 7.7  
 Wool, Shorn, Incentive Payment program; marketing agencies, I 7.8  
 Copper; defense materials regulations for copper and copper-base alloys, II 1.7  
 Corn crop insurance, I 9.1  
 Corporations:  
 Chartering, engaging, or contracting for use of vessels, X 9.11  
 Claiming deduction for dividends, X 4.23  
 Liquidation of domestic corporations, X 4.25  
 Receiving distributions in complete liquidation, X 4.24  
 Regulated investment companies, X 4.27  
 Reorganization of, X 4.8-4.9, 4.26, 4.28  
 Shareholders receiving distributions in liquidation of a domestic corporation, X 4.25  
 Transfer of stock, securities, and other property, X 4.7-4.9, 4.26, 4.28  
 Western Hemisphere trade corporations; income taxes, X 4.29  
 Correspondence schools for veterans, XXVIII 1.2  
 Cosmetics; processing, labeling, and shipping of, IV 2.3  
 Cotton:  
 Acts, I 3.55-3.59  
 Buyers and transferees, I 6.2-6.5, 6.8-6.11  
 Cotton—Continued  
 Classers, I 3.56, 3.57  
 Crop insurance, I 9.1  
 Excise tax on contracts of sale of cotton for future delivery, X 4.40  
 Export program, I 7.14  
 Exporters of cotton and cotton products, I 7.14  
 Ginners, I 6.1, 6.7, 6.11  
 Marketing quotas, I 6.1-6.12  
 Producers, I 6.6, 6.12  
 Quotation committees, I 3.55  
 Warehousemen, ginners, processors, common carriers, and other handlers, I 3.45-3.46, 6.5, 6.11  
 Cotton products exporters, I 7.14  
 Cottonseed:  
 Chemists, licensed, I 3.58  
 Crushers, I 7.2  
 Samplers, I 3.59  
 Cottonseed Price Support program, I 7.2  
 Credit:  
 Taxes paid to foreign countries and U.S. possessions, X 4.11  
 Transfers of credit abroad, VI 2.1  
 Crop insurance, I 9.1  
 Crow Indian Reservation; mining, V 5.9  
 Cucumbers; marketing orders, I 3.17  
 Currency, export of, VI 2.1  
 Customs, Bureau of, X 3.1-3.17

## D

Dairy farms and plants, IV 2.9  
 Dairy products:  
 Importers, I 1.1  
 Inspection of plants, I 3.30  
 Manufacturers, processors, and packagers, I 3.30  
 Marketing order program, I 3.31  
 Dates:  
 Diverters, I 3.22  
 Marketing orders, I 3.16  
 Dealers:  
 Alaska, fur dealers in, V 3.7  
 Anti-freeze solutions, X 4.143  
 Beer, X 4.155, 4.158  
 Denatured alcohol, denatured rum, ethyl acetate, X 4.142, 4.144, 4.145, 4.151, 4.262  
 Feed grains or mixed feed, surplus; Emergency Feed Program, I 7.10  
 Firearms, X 4.285, 4.287-4.288  
 Furs and fur products, V 3.7; XIX 1.2, 1.3  
 Gambling devices, VI 1.3  
 Hair products, X 3.6, 3.8  
 Halibut received from fishing or transporting vessels, V 6.2  
 Income taxes, X 4.16  
 Liquor, X 4.154, 4.156, 4.158-4.160  
 Petroleum and petroleum products, V 4.4  
 Poisons, V 2.1-2.2  
 Poultry, I 3.35  
 Radio receiver distributors, XV 1.24  
 Retail, X 4.56, 4.66, 4.77, 4.99, 4.158  
 Securities, XXVII 1.1-1.3  
 Stills, X 4.162-4.163  
 Surplus feed grains or mixed feed; Emergency Feed Program, I 7.10  
 Toiletries made with specially denature alcohol, X 4.147  
 Tobacco, I 6.22, 6.18; X 4.273, 4.279  
 Under Perishable Agricultural Commodities Act of 1930, I 3.24  
 Wholesale, X 4.57-4.58, 4.62-4.63, 4.65, 4.88, 4.93, 4.154-4.156, 4.159-4.160  
 Wine, X 4.155  
 Wool products, X 3.6, 3.8  
 Defense Department, III

Defense materials; BDSA regulations and orders:  
Argon, II 1.8  
Copper and copper base alloys, II 1.7  
Iron, steel, aluminum, metalworking and construction machinery, and components or parts transactions, II 1.4  
Nickel alloys, II 1.6  
Titanium mill products, II 1.3  
Defense Materials System participants, II 1.1-1.8  
Denatured alcohol:  
Carriers, X 4.153  
Dealers, users, and manufacturers receiving, selling, or using, X 4.142, 4.144, 4.145, 4.148-4.150, 4.152, 4.262  
Denatured rum:  
Dealers and users, X 4.151  
Withdrawal for deposit in a foreign-trade zone, X 4.263  
Denaturers and denaturers' agents, X 4.137, 4.138, 4.262  
Denaturing plants, X 4.110, 4.118, 4.139-4.141  
Dentists dispensing, administering, or distributing narcotic drugs, X 4.56, 4.67, 4.76  
Depletion:  
Mineral property, X 4.4  
Natural gas property, X 4.3  
Timber property, X 4.5  
Depreciation:  
Mineral property, X 4.4  
Natural gas property, X 4.3  
Property, X 4.12  
Timber property, X 4.5  
Diesel fuel, sale or use of, X 4.100-4.101  
Disaster Relief programs, I 7.11  
Distilled spirits:  
Bottlers, X 4.114, 4.117  
Exporters, X 4.260  
Importers, X 4.109, 4.114, 4.117, 4.256-4.257  
National emergency transfers of, X 4.112  
Persons disposing materials used in manufacture of, X 4.113  
Red stamp stamps, X 4.256  
Withdrawal of distilled spirits for deposit in a foreign-trade zone, X 4.264  
Distilleries, X 4.111, 4.112, 4.157, 4.176-4.195, 4.255, 4.258, 4.264  
Distribution Programs; food commodities, I 3.25-3.27  
Distributors:  
Aircraft, XIV 1.5  
Antibiotic and antibiotic-containing drugs, IV 2.7  
Biological products or arsenicals, I 4.1; IV 3.9  
Coal-tar color, IV 2.4  
Drugs, IV 2.6  
Insulin, IV 2.8  
Radio receivers, XV 1.24  
District of Columbia:  
Contracts with, VII 3.1-3.3  
Employers, VII 2.3  
Diversion Programs; dates and Irish potatoes, I 3.22-3.23  
Doctors. See Physicians  
Drawbacks:  
Customs duties, X 3.14-3.16  
Taxes on distilled spirits and wines, X 4.211  
Drugists. See Drugs  
Drugs:  
See also Coca leaves; Marihuana; Narcotics; Opium

Drugs—Continued  
Antibiotic and antibiotic-containing drugs, IV 2.7  
Distributors and importers of new drugs, IV 2.6  
Exporters, X 7.2, 7.3  
Insulin, IV 2.8  
Narcotic, X 4.55-4.85  
Persons using or receiving narcotic drugs, X 4.56, 4.59-4.61  
Prescriptions, X 4.66, 4.77  
Processing, labeling, and shipping, IV 2.2  
Dry-cargo vessels charterers, II 3.10, 3.23  
  
E  
Education, Office of, IV 1.1-1.4  
Educational agencies, State and local, receiving Federal aid, IV 1.1-1.3  
Educational institutions:  
See also Schools  
Employing student-workers as learners, VII 4.10  
For veterans, XXVIII 1.1-1.5  
War orphans, XXVIII 1.7-1.9  
Electric power, XVIII 1.1  
Embroideries industry, VII 4.42-4.43  
Emergency Feed Program; dealers selling surplus feed grains or mixed feed under, I 7.10  
Emergency Price Control Act of 1942, Supp. I  
Employees:  
State and local government, IV 4.5  
Under Railroad Retirement Tax Act, X 4.35  
Employees' Compensation Act of 1916, VII 2.1  
Employees' Compensation, Bureau of, VII 2.1-2.3  
Employers:  
American Samoa, VII 4.62  
Apprentices and learners, I 6.32; VII 4.4, 4.6, 4.7, 4.10  
Claiming deductions for contributions to employees' trust or annuity plan, X 4.22  
Claiming deductions from gross income, X 4.22  
Contractors on federally financed and assisted constructions, VII 1.1, 1.2  
Contractors subject to Public Contracts Act, VII 3.1-3.3  
District of Columbia, VII 2.3  
Educational institutions employing learners, VII 4.10  
Handicapped workers, I 6.33; VII 4.9  
Longshoremen and harbor workers, VII 2.2, 2.3  
Making retroactive payment of wages, VII 4.2  
Maritime employers, VII 1.6  
Navajo, Pueblo, and Hopi Indian Reservations, VII 4.23  
Puerto Rico, various industries, VII 4.11-4.17, 4.20, 4.24-4.32, 4.35, 4.44-4.58, 4.63-4.64  
Railroad unemployment insurance XXV 1.1  
Samoa, American, VII 4.62  
Subcontractors on Federal contracts, VII 1.1  
Subject to Fair Labor Standards Act, VII 1.2, 1.3, 1.5, 4.3, 4.4, 4.6, 4.8  
Subject to Public Contracts Act, VII 3.1-3.3  
Sugar industry in Virgin Islands, I 6.32, 6.33  
Telephone exchanges employing learners, VII 4.7

Employers—Continued  
Under Federal Insurance Contributions Act, X 4.34  
Under Federal Unemployment Tax Act, X 4.32  
Under Internal Revenue withholding tax requirements, X 4.33, 4.36  
Under Railroad Retirement Tax Act, X 4.35  
Various industries, VII 4.11-4.64  
Virgin Islands, I 6.32, 6.33; VII 4.59-4.61  
Employment:  
State agencies assisting Department of Labor in administering Fair Labor Standards Act and Public Contracts Act, VII 1.4, 4.1  
Taxes, X 4.32-4.37  
Employment agencies, State, XXV 1.2  
Eskimos; Alaska fur dealers and stores, V 3.7  
Estate taxes, X 4.30  
Ethyl alcohol, undenatured, carriers, X 4.153  
Exchanges, securities, X 4.43-4.45; XXVII 1.1-1.3  
Excise taxes, X 4.38-4.288  
Executors of estates or other legal representatives of decedents, X 4.21, 4.30  
Explosives, vessels storing or carrying, X 9.9, 9.12-9.15; XXIV 1.1  
Export licenses, II 2.7-2.10  
Export programs:  
Cotton, I 7.14  
Feed grain, I 7.15  
Rice, I 7.12  
Wheat and wheat flour, I 7.13  
Exporters:  
Arms, ammunition, implements of war, IX 1.2  
British Token Import Plan, II 2.1-2.3  
Coin or currency, VI 2.1  
Cotton products, I 7.14  
Denatured rum, X 4.170  
Diesel fuel, X 4.100  
Distilled spirits, X 4.260  
Drugs, X 7.2, 7.3  
Excise taxes, X 4.97, 4.99  
Feed grain, I 7.15  
General, II 2.1-2.10  
Grain, feed, I 7.15  
Munitions List, United States, articles, IX 1.2  
Narcotics, X 7.2, 7.3  
Pistols and revolvers, X 4.284  
Poultry and poultry products, I 3.28  
Rice, I 7.12  
Stills, X 4.163  
Surplus agricultural commodities, II 2.6  
Wheat and wheat flour, I 7.13; X 3.13  
Express companies, XXIII 1.5

## F

Fabrics, flammable quality, XIX 1.4-1.6  
Fair Labor Standards Act of 1938:  
Child labor provisions, VII 1.3, 1.5  
Contracts for federally financed and assisted constructions, VII 1.2  
Employers of apprentices and learners, VII 4.4, 4.6  
Employers subject to, VII 1.2, 1.3, 1.5, 4.3, 4.4, 4.6, 4.8  
State agencies assisting Department of Labor in administering, VII 1.4, 4.1  
Fair wage rates under the Sugar Act, I 6.32-6.33  
Farm equipment and facilities group services, I 8.2

Farm Ownership:  
    Borrowers, I 8.1  
    Renters, I 8.3

Farm training for veterans, XXVIII 1.5

Farmers:  
    Alaskan fur, I 4.4  
    Crop insurance, I 9.1  
    Group services, I 8.2  
    Tobacco farmers' agents and cooperative associations, X 4.278

Farmers Home Administration, I 8.1-8.4

Farms, dairy, IV 2.9

Federal aid projects and programs:  
    Construction of hospitals and medical facilities, IV 3.3, 3.4, 3.5  
    Construction of research facilities, IV 3.7  
    Contractors and subcontractors, VII 1.1, 1.2  
    Educational agencies, State and local, receiving Federal funds, IV 1.2-1.3  
    Employers on construction projects, VII 1.1, 1.2  
    Health, IV 3.1, 3.2, 3.8  
    State highway departments, II 4.1

Federal Aviation Agency, XIV 1.1-1.53

Federal Civil Defense Administration plans for financial contributions to States for personnel and administrative expenses, XX 1.6

Federal Coal Mine Safety Act, V 8.1

Federal Communications Commission, XV

Federal Credit Unions, IV 4.1-4.4

Federal Credit Unions, Bureau of, IV 4.1-4.4

Federal Crop Insurance Corporation, I 9.1

Federal Deposit Insurance Corporation, XVI

Federal Home Loan Bank Board, XVII

Federal Housing Administration, XXII 2.1-2.9

Federal Insurance Contributions Act, X 4.34

Federal Power Commission, XVIII

Federal savings and loan associations, XVII 1.1

Federal Savings and Loan Insurance Corporation, XVII 1.2

Federal Seed Act, I 3.51-3.54

Federal Trade Commission, XIX

Federal Unemployment Tax Act, X 4.32

Feed:  
    Dealers selling surplus feed grains or mixed feed under Emergency Feed Program, I 7.10  
    Exporters of feed grain, I 7.15  
    State agencies distributing feed grain under Disaster Relief programs, I 7.11

Feed Grain Export Program, I 7.15

Fertilizer manufacturers, X 3.10

Figs, dried; marketing orders, I 3.9

Filberts; marketing orders, I 3.14

Filled cheese:  
    Manufacturers, X 4.87, 4.108  
    Taxes, X 4.87-4.88  
    Wholesalers, X 4.88

Firearms:  
    Dealers, X 4.285, 4.287-4.288  
    Exporters, X 4.284  
    Importers, X 4.287-4.288  
    Manufacturers, X 4.285, 4.287-4.288  
    Sale of, X 4.283-4.284  
    Taxes, X 4.283-4.288  
    Transfer of, X 4.286

Firebrick manufacturers, X 3.11

Fish buyers or processors in Alaska, V 3.11

Fish and Wildlife Service, V 3.1-3.14

Fisheries loan fund applicants, V 3.14

Fishing:  
    Commercial-fishing in Alaska, V 3.9  
    In Alaska, V 3.9-3.11  
    Vessels holding Pacific halibut fisheries license or permit, V 6.1

Fishing trades and industry, vocational education in, IV 1.3

Five Civilized Tribes, Oklahoma; mining lands, V 5.10

Flammable fabrics manufacturers, XIX 1.4-1.6

Flavoring extracts manufacturers or producers, X 3.16

Flax crop insurance, I 9.1

Flight instruction; lighter-than-air pilots, XIV 1.14

Flight instructors, XIV 1.12

Flight test applicants under Civil Air Regulations, XIV 1.8

Food:  
    *See also specific food*  
    Distribution programs, I 3.25-3.27  
    Processing, labeling, and shipping, IV 2.1  
    Seafood packers, IV 2.5

Food and Drug Administration, IV 2.1-2.9

Footballs, basketballs, soccer balls, and medicine balls manufacturers, X 3.4

Footwear manufacturers, X 3.1

Foreign agents, VI 1.1, 1.4

Foreign Agricultural Service, I 1.1

Foreign assets; persons engaged in controlled transactions, VI 2.1; X 5.1

Foreign Assets Control, X 5.1

Foreign civil aircraft operators, XII 1.1

Foreign Commerce, Bureau of, II 2.1-2.11

Foreign credit transfers, persons engaged in, VI 2.1

Foreign exchange transactions, persons engaged in, VI 2.1

Foreign income taxes, X 4.11

Foreign insurance policies, X 4.46-4.47

Foreign repair stations for aircraft and appliances, XIV 1.40

Foreign trade zone grantees, II 2.11

Foreign Trade Zones Board, II 2.11

Freight forwarders, XII 1.9; XXIII 1.12

Fruit:  
    Crop insurance, I 9.1  
    Distilleries, X 4.111, 4.157, 4.186-4.195, 4.255, 4.258, 4.264  
    Diversion programs, I 3.22  
    Marketing orders, I 3.1-3.21  
    Perishable Agricultural Commodities Act of 1930, I 3.24  
    Shippers, I 3.21

Fur:  
    Alaskan fur dealers and stores operated by or for Indians and Eskimos, V 3.7  
    Alaskan fur farmers, I 4.4  
    Manufacturers and dealers, XIX 1.2, 1.3

Futures:  
    Commission merchants, I 5.1-5.11  
    Taxes on sale of cotton for future delivery, X 4.40

G

Gambling devices; manufacturers and dealers, VI 1.3

Game birds, V 3.1, 3.10

Gas and oil:  
    *See also Petroleum and petroleum products*  
    Depletion of natural gas property, X 4.3

Gas and oil—Continued  
    Lessees on federally owned and restricted Indian lands, V 4.2, 4.9

Mining:  
    Osage Reservation, V 5.13  
    Wind River Indian Reservation, Wyoming, V 5.14

Natural gas companies, XVIII 1.2

Pipeline operators with rights-of-way over Indian lands, V 5.6

Gasoline:  
    *See also Petroleum and petroleum products*  
    Persons liable for floor stocks tax, X 4.96, 4.105  
    Taxes, X 4.95-4.96  
    Use and sale of, X 4.95

General Accounting Office, XX

General agents; shipping companies, II 3.1-3.9

General Services Administration, XXI

Geological Survey, V 4.1-4.9

George-Barden Act; State and local agencies receiving grants for vocational education under, IV 1.3

Gift taxes, X 4.10, 4.31

Ginners, cotton, I 6.1, 6.5, 6.7, 6.11

Gloves and mittens industry, VII 4.36-4.37

Gold:  
    Importers of gold-bearing materials, X 6.2  
    Persons authorized to acquire, hold, process, and dispose of gold, X 6.1

Graders; agricultural commodities, I 3.47

Grain:  
    Dealers selling surplus feed grains under Emergency Feed Program, I 7.10  
    Exporters of feed grain, I 7.15  
    Feed Grain Export Program, I 7.15  
    State agencies distributing feed grain under Disaster Relief programs, I 7.11  
    Warehousing, I 3.49

Grain sorghum crop insurance, I 9.1

Grapes; marketing orders, I 3.21

Growers:  
    Oranges, I 3.3  
    Seeds, I 3.54

H

Hair or wool:  
    Manufacturers, processors, or dealers, X 3.6-3.8  
    Producers of mohair, I 7.5

Halibut:  
    Dealers, V 6.2  
    Vessels fishing for, V 6.1

Handicapped workers, employers of, I 6.33; VII 4.9

Handkerchief manufacturing industry, VII 4.40-4.41

Harbor workers, employers of, VII, 2.2, 2.3

Harness or saddlery manufacturers, X 3.2

Health; cooperating health agencies, IV 3.1-3.8

Health, Education, and Welfare Department:  
    *See Education, Office of  
        Food and Drug Administration  
        Public Health Service  
        Social Security Administration*

Helicopters used in scheduled interstate air transportation, XIV 1.33-1.35

Heroin; persons surrendering heroin to Commissioner of Narcotics, X 7.7

Hides and skins, India water buffalo; importers, **X** 3.3  
 Highway departments; Federal aid projects, **II** 4.1  
 Highway motor vehicles, persons subject to tax on use, **X** 4.107  
 Hog-cholera virus, **I** 4.2, 4.3  
 Home economics, vocational education in, **IV** 1.3  
 Home Loan Bank Board, Federal, **XVII**.  
 Homeworkers:  
 Navajo, Pueblo, and Hopi Indian Reservations, **VII** 4.23  
 Puerto Rico, **VII** 4.11-4.13, 4.53-4.54  
 Various industries, **VII** 4.11-4.13, 4.18-4.23, 4.33, 4.36-4.43  
 Virgin Islands, **VII** 4.60-4.61  
 Hong Kong; shipping restrictions, **II** 5.1  
 Hopi Indian Reservation:  
 Employers of homeworkers in making jewelry, **VII** 4.23  
 Traders, **V** 5.15  
 Hospitals:  
 Construction projects; applicants receiving Federal funds, **IV** 3.3, 3.4, 3.5  
 Dispensing or administering narcotic drugs, **X** 4.67, 4.76  
 Survey projects; applicants receiving Federal funds for hospital and medical survey projects, **IV** 3.3, 3.4, 3.5  
 Treating Federal employees, **VII** 2.1  
 Housing:  
 Applicants for exceptions from residential credit restrictions, **XXII** 1.2, 1.3  
 Building and loan associations, **XVII** 1.2  
 Contracts for loans or annual contributions under United States Housing Act of 1937, **XX** 1.5  
 Defense housing, **XXII** 1.2, 1.3  
 Investors with yield insurance, **XXII** 2.7  
 Lending agencies, **XXII** 2.1, 2.2, 2.3, 2.6, 2.8  
 Mortgagors of multifamily housing, **XXII** 2.4-2.5, 2.9  
 Multifamily housing, **XXII** 2.3-2.6, 2.8, 2.9  
 National Housing Act, **XXII** 2.1-2.9  
 Property improvement loans, **XXII** 2.1, 2.2  
 Savings and loan associations, **XVII** 1.1-1.2  
 Yield insurance, **XXII** 2.7  
 Housing and Home Finance Agency, **XXII**  
 Hunters and trappers in Alaska, **V** 3.8, 3.10

**I**

Import Certificates, holders and executors, **II** 2.4, 2.5  
 Import quotas under the Sugar Act, **I** 6.29-6.33  
 Importers:  
 Arms, ammunition, firearms, implements of war, **IX** 1.2; **X** 4.287-4.288  
 Automobile tires, **X** 4.106  
 Bauxite, **X** 3.11  
 Beer, **X** 4.257  
 Biological products or arsenicals, **I** 4.1; **IV** 3.9  
 Cigars and cigarettes, **X** 4.272, 4.274-4.275  
 Coca leaves, **X** 4.64, 7.1, 7.4  
 Commodities under Import Certificates, **II** 2.4, 2.5  
 Dairy products, **I** 1.1

Importers—Continued  
 Distilled spirits, **X** 4.109, 4.114, 4.117, 4.256-4.257  
 Drugs, **IV** 2.6  
 Gold-bearing materials for re-export of refined gold, **X** 6.2  
 Hides and skins of the India water buffalo, **X** 3.3  
 Leather, **X** 3.1, 3.2, 3.4  
 Limestone, **X** 3.10  
 Liquor bottles, **X** 4.117  
 Liquors, **X** 4.254-4.255  
 Munitions List, United States, articles, **IX** 1.2  
 Narcotics, **X** 4.58, 4.62-4.63, 7.1, 7.4  
 Opium, **X** 4.64, 7.1  
 Patna rice, **X** 3.5  
 Playing cards, **X** 4.89-4.90  
 Rapeseed oil, **X** 3.9  
 Red strip stamps for distilled spirits, **X** 4.256  
 Sugar, **I** 6.29, 6.31  
 Tobacco, **X** 4.272  
 Tread rubber, **X** 4.106  
 Wheat, **X** 3.13  
 Wines, **X** 4.257  
 Incentive Payment Program for Shorn Wool; producers participating, **I** 7.8  
 Income taxes:  
 Credit for taxes paid to foreign countries and U.S. possessions, **X** 4.11  
 Employees travel and business expenses, **X** 4.17  
 General, **X** 4.1-4.29  
 Installment accounting method, **X** 4.16  
 Lifo inventories, liquidation and replacement of, **X** 4.15  
 Western Hemisphere trade corporations, **X** 4.29  
 Withholding tax on nonresident aliens, foreign corporations, and tax-free covenant bonds, **X** 4.37  
 Withholding tax on wages, **X** 4.36  
 India water buffalo hides and skins importers, **X** 3.3  
 Indian Affairs, Bureau of, **V** 5.1-5.15  
 Indian lands:  
 Crow Indian Reservation, Montana; lessees of lands in, for mining, **V** 5.9  
 Five Civilized Tribes, lessees of restricted lands of members of, for mining, **V** 5.10  
 Mining lessees, **V** 5.7-5.14  
 Oil and gas lessees, **V** 4.2  
 Osage Reservation; lessees of reservation lands for mining, **V** 5.11, 5.13  
 Quapaw Agency, lands under jurisdiction of; lead and zinc mining, **V** 5.12  
 Rights-of-way over Indian lands; pipeline operators, **V** 5.6  
 Wind River Indian Reservation, Wyoming; lessees of lands in, for mining, **V** 5.14  
 Indians:  
 Alaska fur dealers and stores, **V** 3.7  
 Corporations, unincorporated tribes and bands, and credit and cooperative associations, **V** 5.2-5.3  
 Employers of industrial homeworkers in Navajo, Pueblo, and Hopi Indian Reservations, **VII** 4.23  
 General, **VI** 5.1-5.15  
 Industrial alcohol plants, bonded warehouses, or denaturing plants, **X** 4.110, 4.112, 4.118-4.141, 4.157, 4.255, 4.258, 4.261  
 Inflammable or combustible cargoes, vessels towing or transporting, **X** 9.1, 9.3, 9.12-9.15  
 Inspectors; agricultural commodities, **I** 3.47  
 Institutions:  
 Cooperating with agricultural commodity distribution programs, **I** 3.25-3.27  
 Dispensing or administering drugs, **X** 4.67  
 Employing student-workers as learners, **VII** 4.10  
 Engaged in experimental wine operations, **X** 4.221  
 Furnishing educational or training courses to veterans, **XXVIII** 1.1-1.5  
 Receiving grants for construction of research facilities, **IV** 3.7  
 Receiving grants for National Institutes of Health training, **IV** 3.8  
 Receiving oranges diverted by handlers, **I** 3.4  
 War orphans educational assistance enrollees, **XVIII** 1.7-1.9  
 Instruction courses:  
 Airman, **XIV** 1.37  
 Aircraft mechanic, **XIV** 1.41  
 Flight navigator, **XIV** 1.17  
 Flight radio operator, **XIV** 1.16  
 Lighter-than-air pilots, **XIV** 1.14  
 Instructors, flight, **XIV** 1.12  
 Instrument landing system facilities owners, civil airway, **XIV** 1.46  
 Insulin distributors, **IV** 2.8  
 Insurance companies. *See* Housing  
 Insurance, crop, **I** 9.1  
 Interior, Department of the:  
*See* Alaska Game Commission  
 Fish and Wildlife Service  
 Geological Survey  
 Indian Affairs, Bureau of  
 Interior, Office of the Secretary of the  
 International Pacific Halibut Commission  
 International Whaling Commission  
 Mines, Bureau of  
 National Park Service  
 Interior, Office of the Secretary of the, **V** 1.1  
 Internal Revenue Service, **X** 4.1-4.288  
 International Finance, Office of, **X** 5.1  
 International Pacific Halibut Commission, **V** 6.1-6.2  
 International Whaling Commission, **V** 7.1  
 International Wheat Agreement, exporters under, **I** 7.13  
 Interstate Commerce Commission, **XXIII**  
 Interstate toll bridges, **III** 3.2, 3.3  
 Investment companies, **X** 4.27; **XXVII** 1.6, 1.7  
*See also* Banks and banking institutions; and Housing  
 Investors; yield insurance, **XXII** 2.7  
 Iron; defense materials regulations, **II** 1.4  
 Isopropyl alcohol, manufacturers using, **X** 4.148

**J**

Jewelry:  
 Hand-fashioned Indian, **VII** 4.23  
 Manufacturing industry, **VII** 4.21-4.23  
 Joint apprenticeship committees, **VII** 4.5  
 Justice Department, **VI**

**K**

Klamath Tribal Loan Board, **V** 5.4, 5.5  
 Knitted outerwear industry, **VII** 4.33-4.34

## L

Labor Department:  
*See* Employees' Compensation, Bureau of  
 Labor, Office of the Secretary of Public Contracts, Division of Wage and Hour Division  
 Labor, Office of the Secretary of, VII 1.1-1.6  
 Laboratories:  
 Transferring and receiving narcotic drugs for chemical or pharmacological tests, X 4.70, 4.80  
 Using narcotics, X 4.56, 4.69  
 Lacquer thinners, producers and users of, X 4.146  
 Lamb and yearling producers, I 7.9  
 Land transportation facilities; radio stations and carriers, XV 1.17, 1.19, 1.21, 1.26  
 Landing systems, civil airways, XIV 1.45-1.46  
 Lead and zinc mining on Quapaw Agency lands, V 5.12  
 Learners, employers of, VII 4.6, 4.7, 4.10  
 Leather importers, X 3.1, 3.2, 3.4  
 Legal representatives of decedents, X 4.21  
 Lemons:  
*See also* Fruit  
 Marketing orders, I 3.8  
 Lending agencies:  
*See also* Housing; and Banks and banking institutions  
 For multifamily housing, XXII 2.3, 2.6, 2.8  
 Property improvement loans, XXII 2.1, 2.2  
 Library Services Act, State and local agencies participating in program under, IV 1.4  
 Limes:  
*See also* Fruit  
 Marketing orders, I 3.15  
 Limestone importers, X 3.10  
 Liquor bottles and containers:  
*See also* Bottlers; and Bottling houses  
 Manufacturers, importers, and consignors, X 4.115-4.117  
 Liquors:  
 Dealers, X 4.154, 4.156, 4.158-4.160  
 Taxes, X 4.109-4.266  
 Livestock associations, State, I 3.38, 3.39  
 Livestock and poultry, I 3.32-3.39  
 Loans:  
 Contracts for loans under United States Housing Act of 1937, XX 1.5  
 Farm Ownership, I 8.1  
 Holders of VA guaranteed or insured loans, XXVIII 1.10, 1.11  
 Holders under the Refugee Relief Act of 1953, X 1.1  
 Property improvement loans, XXII 2.1  
 Watershed, I 8.4  
 Local public agencies; slum clearance and urban renewal projects, XXII 1.1  
 Locker plant operators, V 3.1  
 Longshoremen, employers of, VII 2.7, 2.3  
 Longshoremen's and Harbor Workers' Compensation Act, VII 2.2, 2.3  
 Louisiana:  
 Persons authorized to kill depredating purple gallinules, V 3.5  
 Petroleum regulations of the Office of Oil and Gas, Interior Department, V 4.3-4.7  
 Lubricating oil:  
 Manufacturers and processors of, X 3.9  
 Use and sale of, X 4.95

## M

Macao; shipping restrictions, II 5.1  
 Machines and machinery; defense materials regulations for metalworking machines—delivery and construction machinery—distribution, II 1.4  
 Mail, VIII 1.1-1.3  
 Manganese ore purchase program participants, XXI 1.2  
 Manufacturers and processors:  
 Aircraft and related equipment, XIV 1.2-1.4, 1.6-1.7, 1.10, 1.47; Supp. II  
 Anti-freeze solutions, X 4.143  
 Arms, ammunition, and implements of war, IX 1.2  
 Arsenicals, IV 3.9  
 Articles entitled to drawback, X 3.14-3.16  
 Articles exempt from tax, X 4.97-4.98  
 Articles subject to tax, X 4.97  
 Automobile tires, X 4.106  
 Biological products, I 4.1; IV 3.9  
 Blood, whole, processors, IV 3.10  
 Butter, adulterated and process or renovated, X 4.92  
 Canned soups, X 3.5  
 Cigarette papers and tubes, X 4.267, 4.280, 4.282  
 Cigars and cigarettes, X 4.271-4.272, 4.274-4.276, 4.280  
 Coal-tar color, IV 2.4  
 Coconut and other vegetable oils, X 4.91  
 Cosmetics processors, IV 2.3  
 Cotton, I 6.5, 6.11  
 Dairy products, I 3.30  
 Denatured alcohol used, stored or received by, X 4.142, 4.148-4.150, 4.152  
 Distilled spirits, X 4.113  
 Drug processors, IV 2.2  
 Equipment for use on merchant vessels, X 9.17  
 Exporters, X 4.284  
 Fertilizer, X 3.10  
 Filled cheese, X 4.87, 4.108  
 Firearms, X 4.285, 4.287-4.288  
 Firebrick, X 3.11  
 Flammable fabrics, XIX 1.4-1.6  
 Flavoring extracts, X 3.16  
 Food processors, IV 2.1  
 Footballs, basketballs, soccer balls, or medicine balls, X 3.4  
 Footwear, X 3.1  
 Fur products, XIX 1.2  
 Gambling devices, VI 1.3  
 Hair products, X 3.6-3.8  
 Harness, X 3.2  
 Isopropyl alcohol used by, X 4.148  
 Liquor bottles and containers, X 4.116, 4.117  
 Lubricating oil, X 3.9  
 Matches, white phosphorus, X 4.86  
 Materials for use on merchant vessels, X 9.17  
 Medicinal preparations, X 3.16  
 Munitions List, United States, articles, IX 1.2  
 Narcotics, X 4.55-4.85, 7.6  
 Nonbeverage products, X 4.164-4.165  
 Opium, X 4.55, 4.64, 7.6  
 Oranges, by-product, I 3.4  
 Perfumery, X 3.16  
 Pistols and revolvers, X 4.284  
 Playing cards, X 4.108  
 Postage meters, VIII 1.2  
 Poultry processors, I 3.29  
 Radio receivers, XV 1.24  
 Rawhide articles, X 3.3  
 Rice, I 6.28  
 Rubber substitutes, X 3.9

Manufacturers and processors—Con.  
 Saddlery, X 3.2  
 Sales taxes and exemptions, X 4.97-4.98  
 Stills, X 4.162  
 Sugar, X 4.94  
 Sugars refiners, I 6.31  
 Tobacco and tobacco products, I, 6.13, 6.15, 6.19, 6.23; X 4.267, 4.270-4.277, 4.280-4.282  
 Toilet preparations, X 3.16, 4.147, 4.152  
 Tread rubber, X 4.106  
 Vegetable oils, X 4.91  
 Vinegar, X 4.161  
 Wheat processors, I 6.24  
 Wool products, X 3.6-3.8; XIX 1.1  
 Marihuana:  
*See also* Drugs; and Narcotics  
 Applicants for registry, X 4.74  
 Business discontinued, X 4.84  
 Dealers, X 4.77  
 For laboratory use and processing by millers, X 4.80  
 Lost or destroyed by importers, manufacturers, compounders, producers, dealers (wholesale and retail), medical practitioners, hospitals, and laboratories, X 4.83  
 Medical practitioners, dispensing or administering, X 4.76  
 Registrants disposing of excess or undesirable marihuana, X 4.85  
 Taxes, X 4.74-4.85  
 Transferors and transferees, X 4.75, 4.78  
 Marihuana Tax Act of 1937, X 4.74-4.85  
 Marine academies, II 3.28  
 Marine casualties, X 9.2, 9.8  
 Maritime Administration, II 3.1-3.28  
 Maritime employers, VII 1.6  
 Maritime protection and indemnity insurance; insured vessels, II 3.5  
 Marketing associations and agencies.  
*See* Cooperative associations, etc.  
 Marketing orders:  
 Almonds, apricots, cherries, cucumbers, dates, dried figs, filberts, fruits and vegetables, lemons, limes, nectarines, onions, oranges, potatoes, prunes, raisins, tomatoes, and walnuts, I 3.1-3.21  
 Dairy products, I 3.31  
 Marketing quotas:  
 Cotton, I 6.1-6.12  
 Peanuts, I 6.25-6.27  
 Rice, I 6.28  
 Tobacco, I 6.13-6.23  
 Wheat, I 6.24  
 Masters, vessels. *See* Vessels  
 Matches:  
 Manufacturers, X 4.86  
 Taxes, X 4.86, 4.95  
 Medical facilities and hospital survey and construction projects; applicants receiving Federal funds, IV 3.3, 3.4, 3.5  
 Medical practitioners. *See* Physicians  
 Medicinal preparations manufacturers and producers, X 3.16  
 Medicine balls; manufacturers, X 3.4  
 Merchandisers; persons whose income is derived from production, purchase, or sale of merchandise, X 4.2  
 Mercury purchase program participants, XXI 1.2  
 Metalworking and construction machinery; defense materials regulations, II 1.4  
 Mica purchase program participants, XXI 1.2  
 Migratory birds, V 3.1-3.5

Milk and milk products:  
*See also* Dairy products  
 Dairy farms or plants pasturizing milk or cream for shipment, IV 2.9  
 Handlers, I 3.31  
 Special Milk Program, I 3.26  
 Mineral lands:  
 Indian lands lessees, V 5.7-5.14  
 Mineral property; depreciation and depletion, X 4.4  
 Minerals and metals:  
 Mining. *See* Mines  
 Strategic and critical minerals and metals; purchase program participants, XXI 1.2-1.3  
 Mines:  
 Coal, V 4.1, 8.1  
 Lead and zinc, V 5.12  
 On Indian lands, V 5.7-5.14  
 Ore, V 4.8  
 Mines, Bureau of, V 8.1  
 Mint, Bureau of the, X 6.1-6.3  
 Mittens and gloves industry, VII 4.36-4.37  
 Mohair producers, I 7.5  
 Montana; Indian lands, V 5.9  
 Mortgagors. *See* Housing  
 Motion pictures; permittees filming motion pictures on areas under jurisdiction of the Department of Interior, V 1.1  
 Motor carriers:  
 Brokers for, XXIII 1.9  
 Class I, XXIII 1.10  
 Other than Class I, XXIII 1.8  
 Municipalities acquiring or constructing interstate toll bridges, III 3.3  
 Munitions List, United States; manufacturers, importers, and exporters of articles, IX 1.2  
 Mutual service and subsidiary service companies, XXVII 1.4

N

Narcotics:  
*See also* Marijuana; and Opium  
 Business discontinued, X 4.72  
 Compounders, dealers, importers, manufacturers, producers, vendees, vendors, and wholesalers, X 4.55-4.85  
 Dispensers, X 4.66  
 Drugs, X 4.55-4.85  
 Exporters, X 7.2, 7.3  
 General, X 4.55-4.85, 7.1-7.7  
 Harrison Narcotic Law, X 4.56-4.73  
 Heroin, surrender of, to Commissioner of Narcotics, X 7.7  
 Importers, X 4.62-4.63, 7.1, 7.4  
 Laboratories, X 4.69  
 Lost, X 4.71  
 Manufacturers, producers, compounders, and vendors, X 4.62, 7.5, 7.6  
 Medical practitioners dispensing or administering, X 4.67  
 Orders for, from qualified dealers or practitioners in the Virgin Islands, X 4.62  
 Persons using or receiving narcotic drugs, X 4.56, 4.59-4.61  
 Prescriptions, X 4.66, 4.77  
 Registrants disposing of excess of undesired narcotics, X 4.73  
 Transferees and transferors of, X 4.70  
 Wholesalers, X 4.57, 4.58, 4.62-4.63, 4.85  
 Narcotics, Bureau of, X 7.1-7.7  
 National banking associations, X 2.3

National banks:  
 Acting as insurance agents and as brokers or agents for loans on real estate, X 2.1  
 Exercising trust powers, X 2.2  
 National Housing Act of 1934, XXII 2.1-2.9  
 National Institutes of Health training; institutions receiving Federal grants, IV 3.8  
 National park concessioners, V 9.1  
 National Park Service, V 9.1  
 Natural gas companies, XVIII 1.2  
 Natural gas property depletion, X 4.3  
 Nautical school ships; marine casualties, X 9.8  
 Navajo Indian Reservation:  
 Employers of homeworkers in making jewelry, VII 4.23  
 Traders, V 5.15  
 Naval stores:  
 Producers of gum naval stores from turpentine trees, I 2.2  
 Turpentine and rosin processors, I 3.60  
 Naval Stores Act of 1923, I 3.60  
 Navy; contractors, III 1.1-1.16; X 4.20  
 Nectarines; marketing orders, I 3.5  
 New Mexico; petroleum regulations of the Office of Oil and Gas, Interior Department, V 4.3-4.7  
 Nickel alloys; defense materials regulations, II 1.6  
 Nonbeverage products manufacturers, X 4.164-4.165  
 North Korea; shipping restrictions, II 5.1  
 Nuclear material; licensees receiving, possessing, using, or transferring special nuclear material or byproduct or source material, XI 1.2, 1.7  
 Nursing, practical, vocational education in, IV 1.3  
 Nuts; marketing orders, I 3.1, 3.2, 3.10, 3.14

O

Oats; crop insurance, I 9.1  
 Oil and gas:  
*See also* Petroleum and petroleum products  
 Lessees on federally owned and restricted Indian lands, V 4.2, 4.9  
 Mining:  
 Osage Reservation, V 5.13  
 Wind River Indian Reservation, Wyoming, V 5.14  
 Pipeline operators with rights-of-way over Indian lands, V 5.6  
 Oils:  
 Coconut and other vegetable oils; processors, X 4.91  
 Diesel fuel, X 4.100-4.101  
 Lubricating, X 3.9, 4.95  
 Rapeseed oil; importers, X 3.9  
 Oklahoma; Indian lands, V 5.10, 5.11  
 Old-age and survivors insurance, V 4.5  
 Old-Age and Survivors Insurance, Bureau of, IV 4.5  
 Onions; marketing orders, I 3.18  
 Operating-differential subsidized vessels; operators and contractors, II 3.12-3.19  
 Opium:  
*See also* Drugs; and Narcotics  
 Importers, X 4.64, 7.1  
 Manufacturers, X 4.55, 7.6  
 Opium poppies, producers of, X 7.5  
 Withdrawal of, X 4.64

Oranges:  
*See also* Fruit  
 Crop insurance, I 9.1  
 Growers, I 3.3  
 Marketing orders, I 3.3, 3.4  
 Ores; strategic and critical minerals and metals; purchase program participants, XXI 1.2-1.3  
 Organizations:  
 Collecting tax on dues or initiation fees, X 4.39  
 Tax exempt, X 4.1, 4.18  
 Osage Reservation; mining, V 5.11, 5.13  
 Otter trawl operators, Alaska, V 3.12  
 Oysters; packers of canned oysters, IV 2.5

P

Pacific Halibut Commission, International, V 6.1-6.2  
 Packers:  
 Dairy products, I 3.30  
 Oysters, IV 2.5  
 Shrimp, IV 2.5  
 Packers and Stockyards Act, 1921, I 3.32-3.39  
 Panama Canal Company and Canal Zone Government, XXIV  
 Parachute loft certifications, XIV 1.42  
 Parachute riggers, XIV 1.15  
 Patna rice importers, X 3.5  
 Pawnbrokers, X 4.287-4.288  
 Payment programs:  
 Incentive Payment Program for Shorn Wool, I 7.8  
 Lamb and yearlings (pulled wool), I 7.9  
 Mohair, I 7.5  
 Shorn wool, I 7.8  
 Wheat and wheat flour, I 7.13  
 Peaches; crop insurance, I 9.1  
 Peanuts:  
 Buyers, I 6.26  
 Marketing quotas, I 6.25-6.27  
 Price support program, I 7.4  
 Producers, I 6.25  
 Shellers, I 6.27, 7.4  
 Pears; marketing orders, I 3.21  
 Perfumery manufacturers and producers, X 3.16  
 Perishable Agricultural Commodity Act of 1930 (fruits and vegetables), 3.24  
 Petroleum and petroleum products:  
 Carriers, X 4.50  
 Pipelines, V 4.6  
 Producers, purchasers, refiners, storers, shippers, consignors, etc., V 4.3, 4.4  
 Reclamation plants, V 4.5  
 Transporting agencies, V 4.7  
 Physicians:  
 Dispensing, using, or distributing narcotic drugs, X 4.56, 4.67-4.68, 4.76  
 Treating Federal employees, VII 2.1  
 Picking establishments operators receiving, possessing, or having custody of migratory game birds, V 3.1  
 Pilot, aircraft, certificate applicants, XIV 1.11  
 Pilots, aircraft, XIV 1.13, 1.14, 1.43; Supp. II  
 Pipelines:  
 Interstate commerce, XXIII 1.6  
 Operators with rights-of-way over Indian lands, V 5.6  
 Petroleum and petroleum products, V 4.6; X 4.50

## RULES AND REGULATIONS

Pistols and revolvers:  
*See also Firearms*  
 Exporters, X 4.284  
 Sale of, X 4.283-4.284  
 Importers, X 4.89-4.90  
 Manufacturers, X 4.108  
 Poisons; persons selling or disposing of poisons in Alaska, V 2.1-2.2  
 Post Office Department, VIII  
 Postage meters:  
*Licensees*, VIII 1.1  
*Manufacturers*, VIII 1.2  
 Potash mining lessees, V 4.8  
 Potatoes:  
*Diverters of Irish potatoes*, I 3.23  
*Marketing orders*, I 3.6, 3.21  
 Poultry, I 3.28, 3.29, 3.32-3.39  
 Power producers, electric, XVIII 1.1  
 Practical nursing, vocational education in, IV 1.3  
 Practitioners. *See Physicians*  
 Prescriptions for narcotics, X 4.66, 4.77  
 Price control; Emergency Price Control Act of 1942, Supp. I  
 Price support programs; agricultural commodities, I 7.1-7.9  
 Priorities and Allocations Systems between Canada and the United States, II 1.1  
 Processors. *See Manufacturers and processors*  
 Producers:  
*Articles entitled to drawback*, X 3.14-3.16  
 Cotton, I 6.6, 6.12  
 Flavoring extracts, X 3.16  
 Gum naval stores, I 2.2  
 Lacquer thinners, X 4.146  
 Lambs and yearlings, I 7.9  
 Medicinal preparations, X 3.16  
 Metals and minerals, strategic and critical; purchase program, XXI 1.2-1.3  
 Mohair, I 7.5  
 Peanuts, I 6.25  
 Perfumery, X 3.16  
 Proprietary solvents and lacquer thinners, X 4.146  
 Rice, I 6.28  
 Tobacco, I 6.13, 6.16, 6.20  
 Toilet preparations, X 3.16  
 Wheat, I 6.24  
 Wool, I 7.8  
 Property:  
*Depreciation*, X 4.3, 4.4, 4.5, 4.12  
*Executors or other legal representatives of decedents*, X 4.21  
*Participants in the transfer of*, X 4.7-4.9, 4.14, 4.26, 4.28  
*Persons making or receiving gifts of*, X 4.10, 4.31  
 Proprietary solvents and lacquer thinners; producers and users, X 4.146  
 Prunes; marketing orders, I 3.13  
 Public Contracts Act:  
*Contractors subject to*, VII 3.1-3.3  
*State agencies assisting Department of Labor in administering*, VII 1.4, 4.1  
 Public Contracts, Division of, VII 3.1-3.3  
 Public Debt, Bureau of the, X 8.1-8.2  
 Public Health Service, IV 3.1-3.10  
 Public Health Service Act, IV 3.1-3.4  
 Public Housing Administration; contracts for loans or annual contributions under United States Housing Act of 1937, XX 1.5  
 Public local agencies; slum clearance and urban renewal projects, XXII 1.1  
 Public Roads, Bureau of, II 4.1  
 Public utilities and licensees, XVIII 1.1  
 Public utility holding companies, XXVII 1.5  
 Public works, State agencies plans for, XXII 1.4  
 Pueblo Indian Reservation; employers of homeworkers in making jewelry, VII 4.23  
 Puerto Rico:  
*Alcoholic beverage and industrial alcohol industry*, VII 4.35  
*Art linen industry*, VII 4.11-4.13  
*Artificial flower, decoration, and party favor industry*, VII 4.57  
*Banking industry*, VII 4.45  
*Business service industry*, VII 4.48  
*Button, jewelry, and lapidary work industry*, VII 4.32  
*Cement industry*, VII 4.52  
*Chemical, petroleum, rubber, and related products industry*, VII 4.46  
*Children's dress and related products industry*, VII 4.11-4.13, 4.26  
*Children's and women's underwear industry*, VII 4.25  
*Clay industry*, VII 4.52  
*Communications industry*, VII 4.47  
*Construction industry*, VII 4.48  
*Corsets, brassieres, and allied garments industry*, VII 4.30  
*Decoration and party favor industry*, VII 4.57  
*Distribution industries*, VII 4.55  
*Electrical, instrument, and related products industry*, VII 4.20  
*Employers in various industries*, VII 4.11-4.17, 4.20, 4.24-4.32, 4.35, 4.44-4.58, 4.63-4.64  
*Finance industries*, VII 4.45  
*Food and related products industry*, VII 4.49  
*Glass industry*, VII 4.52  
*Glove, fabric and leather, industry*, VII, 4.11-4.13, 4.16  
*Handkerchief, square scarf, and art linen industry*, VII 4.11-4.13, 4.24  
*Homeworkers, in* VII 4.11-4.13, 4.53-4.54  
*Hosiery industry*, VII 4.56  
*Insurance industry*, VII 4.45  
*Leather, leather goods, and related products industry*, VII 4.15  
*Liquors brought into the United States from*, X 4.254-4.255  
*Lumber and wood products industry*, VII 4.50  
*Men's and boys' clothing and related products industry*, VII 4.31  
*Metal, machinery, transportation equipment, and allied products industry*, VII 4.17  
*Motion picture industry*, VII 4.48  
*Needlework and fabricated textile products industry*, VII 4.11-4.13, 4.28  
*Paper, paper products, printing, and publishing industry*, VII 4.51  
*Party favor industry*, VII 4.57  
*Petroleum, chemical, rubber and related products industry*, VII 4.46  
*Plastic, fabricated, products industry*, VII 4.64  
*Printing and publishing industry*, VII 4.51  
*Rubber, chemical, petroleum, and related products industry*, VII 4.46  
*Shoe and related products industry*, VII 4.14  
*Stone, clay, glass, cement, and related products industry*, VII 4.52

Puerto Rico—Continued  
 Straw, hair, and related products industry, VII 4.29  
 Sugar manufacturing industry, VII 4.58  
 Sweater and knit swimwear industry, VII 4.11-4.13, 4.27  
 Textile and textile products industries, VII 4.63  
 Tobacco industry, VII 4.44  
 Transportation equipment industry, VII 4.17  
 Transportation industry, VII 4.47  
 Utilities industry, VII 4.47  
 Warehousing industry, VII 4.55  
 Wholesaling industry, VII 4.55  
 Women's and children's underwear and women's blouse and neckwear industry, VII 4.11-4.13, 4.25  
 Wood products and lumber industry, VII 4.50  
 Purchase orders; Department of Defense contractors and subcontractors, III 1.1, 1.2  
 Purchase program for stockpiling certain critical and strategic materials, XXI 1.2-1.3  
 Purchasers of war-built vessels, II 3.20, 3.21  
 Purple gallinules in Louisiana, V 3.5

Q

Quapaw Agency; mining for lead and zinc on land under Agency jurisdiction, V 5.12

R

Radio beacon facilities owners, XIV 1.45  
 Radio receivers; manufacturers, owners, and distributors, XV 1.24  
 Radio stations and carriers:  
*Aircraft*, XV 1.14-1.16  
*Amateur*, XV 1.22-1.23  
*Citizens service stations*, XV 1.27-1.28  
*Disaster communications service*, XV 1.29-1.31  
*Emergency services*, XV 1.23  
*Experimental and auxiliary services*, XV 1.5-1.8  
*General*, XV 1.1-1.32  
*International fixed public radio communication services*, XV 1.9  
*Land transportation facilities*, XV 1.17, 1.19, 1.21, 1.26  
*Maritime services*, XV 1.10-1.13  
*Public safety services*, XV 1.17-1.18  
*Railroads*, XV 1.25  
*Vessels*, XV 1.13  
 Radio transmission of information, taxes on, X 4.51  
 Radioactive byproduct material, XI 1.2, 1.4  
 Railroad Retirement Board, XXV  
 Railroad Retirement Tax Act X 4.35  
 Railroads:  
*Electric*, XXIII 1.3  
*Express companies*, XXIII 1.5  
*General* XXIII 1.2  
*Persons furnishing cars to*, XXIII 1.7  
*Radio stations*, XV 1.25  
*Sleeping car companies*, XXIII 1.4  
*Unemployment insurance*, XXV 1.1  
 Raisins, marketing orders, I 3.11, 3.12  
 Rapeseed oil importers, X 3.9  
 Rawhide articles, manufacturers, X 3.3  
 Reclamation Board, State of California, III 3.1  
 Rectifiers, X 4.157, 4.212-4.218, 4.255, 4.258

Red Lake Fisheries Association, V 5.1  
 Refrigerator car lines, XXIII 1.1  
 Refugee relief loans; public and private holding agencies, X 1.1  
 Renters; Farm Ownership farms, I 8.3  
 Reserve fund; taxpayers establishing construction reserve funds, II 3.18  
 Retailers:  
 Beer, X 4.158  
 Excise taxes, X 4.99  
 Liquor, X 4.158  
 Narcotics, X 4.56, 4.66  
 Revolvers. *See* Pistols and revolvers  
 Rice:  
 Cooperative marketing associations, I 7.1  
 Export program for rice, I 7.12  
 Exporters, I 7.12  
 Loan and purchase program, I 7.1  
 Marketing quotas, I 6.28  
 Patna rice importers, X 3.5  
 Producers, warehousemen, mill or elevator operators, other processors or transferees, and buyers, I 6.28  
 Rosin processors for naval stores, I 3.60  
 Rubber substitutes manufacturers, X 3.9  
 Rubber, tread, X 4.105-4.106

## S

Saddlery manufacturers, X 3.2  
 Safe deposit boxes, persons required to collect tax on, X 4.49  
 Saint Lawrence Seaway Development Corporation, XXVI 1.1  
 Samoa, American; employers, VII 4.62  
 Savings and loan associations, XVII 1.1-1.2  
 Savings stamp agents selling U.S. savings stamps in schools, X 8.2  
 School Lunch Program, I 3.25  
 Schools:  
 Aircraft mechanic, XIV 1.41; Supp. II  
 Airman agency flight or ground, XIV 1.37; Supp. II  
 Educational agencies, Federal grants for constructing, IV 1.1  
 Flight navigator, XIV 1.17  
 Flight radio operator, XIV 1.16  
 Ground instructor, flight school, Supp. II  
 Marine academies, II 3.28  
 Medical schools dispensing or administering marihuana, X 4.76  
 Nautical school ships, X 9.8  
 Veterans, XXVIII 1.1-1.5  
 War orphans, XXVIII 1.7-1.9  
 Sea stores warehouses, bonded; proprietors, X 4.268  
 Seafood:  
 Oyster packers, IV 2.5  
 Shrimp packers, IV 2.5  
 Second War Powers Act of March 27, 1942, Supp. I  
 Securities and Exchange Commission, XXVII  
 Securities; exchange members, brokers, and dealers, X 4.43-4.45; XXVII 1.1-1.3  
 Securities or stock transfer or disposition, X 4.7-4.9, 4.14, 4.26  
 Seed handlers, procurers, and shippers, I 3.51-3.54  
 Shareholders receiving distributions in liquidation of a domestic corporation, X 4.25  
 Shellfish buyers or processors in Alaska, V 3.11  
 Sheltered workshops, VII 4.9  
 Ship construction contracts; operators of newly constructed vessels, II 3.11

Ship construction reserve fund; taxpayers establishing fund, II 3.18  
 Shippers:  
 Cosmetics, unlabeled, IV 2.3  
 Drugs, unlabeled, IV 2.2  
 Food, unlabeled, IV 2.1  
 Fruits and vegetables, I 3.21  
 Paying transportation charges, X 4.53-4.54  
 Poultry, I 3.29  
 Seed, I 3.52  
 Sugar, I 6.31  
 Shipping company agents, II 3.1-3.9  
 Shipping Restriction Orders T-1 and T-2; Hong Kong, Macao, Communist China, North Korea, and Communist-controlled area of Viet-Nam, II 5.1  
 Ships. *See* Vessels  
 Shrimp; packers of processed shrimp, IV 2.5  
 Silver:  
 Persons delivering or owning or operating smelters or refineries, X 6.3  
 Silver bullion, parties to transfers of an interest in, X 4.41  
 Sleeping car companies, XXIII 1.4  
 Slum clearance and urban renewal projects, XXII 1.1  
 Smith-Hughes Act; State and local agencies receiving grants for vocational education under, IV 1.3  
 Soccer balls; manufacturers, X 3.4  
 Social clubs or organizations; taxes, X 4.39  
 Social security:  
 Employers and employees taxes, X 4.34  
 State and local government employees, IV 4.5  
 Social Security Administration, IV 4.1-4.5  
 Sodium mining lessees, V 4.8  
 Solvents, proprietary, and lacquer thinners; producers and users, X 4.146  
 Soybeans crop insurance, I 9.1  
 Special Milk Program, I 3.26  
 Sponsors of public airport construction, XIV 1.49-1.51  
 Sporting clubs or organizations; taxes, X 4.39  
 Stamp taxes, X 4.44-4.45, 4.48, 4.256  
 Stamps; U.S. savings stamps sold by Treasury savings stamp agents in schools, X 8.2  
 State Department, IX  
 States or State agencies:  
 Agricultural commodity distribution programs, State agencies cooperating with, I 3.25-3.27  
 Civil defense plans for financial contributions to States for administrative and personnel expenses, XX 1.6  
 Construction projects, applicants receiving Federal funds, IV 3.6  
 Employees of State and local government, IV 4.5  
 Employment agencies, XXV 1.2  
 Fair Labor Standards Act and Public Contracts Act participation, VII 1.4, 4.1  
 Feed grain distribution under Disaster Relief programs, I 7.11  
 Fish and game departments, V 3.6  
 Health; Federal aid projects and programs, IV 3.1-3.2, 3.5-3.6  
 Highway departments, II 4.1  
 Interstate toll bridges, States acquiring or constructing, III 3.3  
 Library services program, IV 1.7  
 Livestock associations and agencies, I 3.38, 3.39

States or State agencies—Continued  
 Marine academies, 3.28  
 Public works, XXII 1.4  
 Steel; defense materials regulations, II 1.4  
 Stills:  
 Manufacturers, owners, or vendors of, X 4.162-4.163  
 Removal of stilling apparatus for exportation without payment of tax, X 4.163  
 Stockbrokers, X 4.42-4.45; XXVII 1.1-1.3  
 Stockyard owners, I 3.32, 3.34, 3.36-3.37  
 Strategic and critical metals and minerals purchase program participants, XXI 1.2-1.3  
 Strychnine, persons selling or disposing of, in Alaska, V 2.2  
 Student-workers, employers of, VII 4.10  
 Subcontractors:  
*See also* Contractors  
 Atomic Energy Commission, XI 1.8; XX 1.4  
 Defense, III 1.2, 1.4, 1.6, 1.7, 1.11  
 Federally financed and assisted constructions, VII 1.1  
 World War II, XXI 1.1  
 Subsidies; vessels operators and contractors, II 3.12-3.19  
 Subversive Activities Control Act of 1950, organizations registered under, VI 1.2  
 Sugar:  
 Importers, I 6.29, 6.31  
 Manufacturers, X 4.94  
 Marketers, I 6.30  
 Refiners, shipping companies, and surety companies having obligations with respect to, I 6.31  
 Virgin Islands; employers in sugar industry, I 6.32, 6.33  
 Sugar Act, I 6.29-6.33  
 Sulphur deposits lessees, V 4.9  
 Surety companies undertaking obligations with respect to imported sugar, I 6.31  
 Surplus agricultural commodities; exporters, II 2.6  
 Surplus feed grains or mixed feed, I 7.10

## T

Tax stamps, X 4.44-4.45, 4.48, 4.89-4.90, 4.256  
 Taxes:  
 Admissions, dues, and initiation fees, X 4.38-4.39  
 Army and Air Force contracts for aircraft, excess profits on, X 4.19  
 Automobile tires, X 4.106  
 Bottled distilled spirits imported from Virgin Islands, X 4.109  
 Butter, adulterated and process or renovated, X 4.92-4.93  
 Cheese, filled, X 4.87-4.88  
 Cigars and cigarettes, X 4.280-4.282  
 Communication services required to collect, X 4.51  
 Containers for distilled spirits, X 4.115-4.117  
 Contracts of sale of cotton for future delivery, X 4.40  
 Credit for, paid to foreign countries or U.S. possessions, X 4.11  
 Diesel fuel, X 4.100-4.101  
 Distilled spirits, X 4.112-4.114  
 Documentary stamps, X 4.44-4.45, 4.48  
 Employees' and employers' taxes under the Federal Insurance Contributions Act, X 4.34

## Taxes—Continued

Employers', employees' and employee representatives' taxes under the Railroad Retirement Tax Act, X 4.35  
 Employers under the Federal Unemployment Tax Act, X 4.32  
 Employment, X 4.32-4.37  
 Estate, X 4.30  
 Excess charges, X 4.38  
 Excess profits. *See* Income and excess profits, *below*  
 Excise, X 4.38-4.288  
 Exemptions, X 4.1, 4.6, 4.18, 4.97-4.98, 4.100, 4.286  
 Filled cheese, X 4.87-4.88  
 Firearms, X 4.283-4.288  
 Floor stocks taxes on vehicles, highway tires, tread rubber, or gasoline, X 4.105  
 Gasoline, X 4.95-4.96, 4.105  
 Gifts, X 4.10, 4.31  
 Highway motor vehicles, X 4.107  
 Highway tires, X 4.105  
 Income and excess profits, X 4.1-4.29  
 Industrial alcohol, X 4.118-4.153  
 Liquors, X 4.109-4.266  
 Lubricating oil, X 4.95  
 Manufactured sugar, X 4.94  
 Manufacturers sales, X 4.97-4.98  
 Marihuana, X 4.74-4.85  
 Matches, X 4.86, 4.95  
 Narcotics, X 4.55-4.85  
 Navy contracts, excess profits on, X 4.20  
 Nonbeverage products, X 4.164-4.165  
 Opium for smoking, X 4.55  
 Pistols and revolvers, X 4.283-4.284  
 Playing cards, X 4.89-4.90  
 Processing taxes on certain oils, X 4.91  
 Retailers' excise taxes, X 4.99  
 Rubber, tread, X 4.105-4.106  
 Safe deposit boxes, X 4.49  
 Social security, X 4.34  
 Sugar, manufactured, X 4.94  
 Tires, X 4.105-4.106  
 Tobacco, X 4.267-4.282  
 Transfers of interests in silver bullion, X 4.41  
 Transportation of property, X 4.53-4.54  
 Transportation services required to collect, X 4.52  
 Tread rubber, X 4.105-4.106  
 Vehicles, X 4.105, 4.107  
 Wagering, X 4.102-4.104  
 Withholding, X 4.33, 4.36, 4.37  
 Tax-free stock, securities, and other corporate property exchange, X 4.7-4.9  
 Taxpayers, II 3.18; X 4.1-4.288  
*See also* Taxes  
 Telecommunications taxes, X 4.51  
 Telegraph carriers:  
     General, XV 1.34  
     Required to collect tax, X 4.51  
 Telephone carriers:  
     Employing learners, VII 4.7  
     General, XV 1.33  
     Required to collect tax, X 4.51  
 Television stations, XV 1.2-1.5  
 Texas; petroleum regulations of the Office of Oil and Gas, Interior Department, V 4.3-4.7  
 Timber property depreciation and depletion, X 4.5  
 Tires, persons liable for floor stocks tax on, X 4.105  
 Titanium mill products; defense materials regulations, II 1.3

## Tobacco:

Buyers, I 6.14  
 Cooperative associations, farmers or growers, X 4.278  
 Crop insurance, I 9.1  
 Dealers, I 6.18, 6.22; X 4.273, 4.279  
 Farmers' or growers' agents and cooperative associations, X 4.278  
 Importers, X 4.272  
 Manufacturers, I 6.13; X 4.267, 4.270, 4.272-4.273, 4.277, 4.280-4.282  
 Marketing quotas, I 6.13-6.23  
 Processors and persons sorting, stemming, packing, redrying, prizing, and trucking, I 6.15, 6.19, 6.23  
 Producers, I 6.13, 6.16, 6.20  
 Taxes, X 4.267-4.282  
 Truckers, I 6.15, 6.19, 6.23  
 Warehousemen, I 6.17, 6.21; X 4.269

## Toilet preparations:

Made with specially denatured alcohol, X 4.147, 4.152  
 Manufacturers or processors, bottlers or rebottlers, and dealers, X 3.16, 4.147, 4.152

Tomatoes; marketing orders, I 3.7, 3.21

Traders on Indian reservations, V 5.15  
 Trades and industries, vocational education in, IV 1.3

Transaction control regulations; persons engaged in transactions involving shipment of certain merchandise between foreign countries, X 5.1

Transfer of stock, securities, and other corporate property, participants in, X 4.7-4.9, 4.14  
 Transit systems subject to tax on use of certain highway motor vehicles, X 4.107

## Transportation:

Carriers of persons, X 4.52  
 Carriers of petroleum, X 4.50  
 Carriers of specially denatured alcohol or undenatured ethyl alcohol, X 4.153

Express companies, XXIII 1.5

Motor carriers, XXIII 1.8-1.10

Property, X 4.53-4.54

Radio stations, XV 1.17, 1.19, 1.21, 1.26

Railroad companies, XXIII 1.1-1.4

Water carriers, XXIII 1.11

Transporters; poultry and poultry product, I 3.29

Trappers and hunters in Alaska, V 3.8, 3.10

## Tread rubber:

Manufacturers, producers, or importers, X 4.106  
 Persons liable for floor stocks tax, X 4.105

## Treasury Department:

*See* Accounts, Bureau of  
 Coast Guard, United States  
 Comptroller of the Currency  
 Customs, Bureau of  
 Internal Revenue Service  
 International Finance, Office of  
 Mint, Bureau of the  
 Narcotics, Bureau of  
 Public Debt, Bureau of the

Truckers, tobacco, I 6.15, 6.19, 6.23

Tung Nut Price Support program, I 7.3

Tungsten purchase programs, XXI 1.2, 1.3

## Turpentine and rosin:

Processors for naval stores, I 3.60

Producers of gum naval stores from turpentine trees, I 2.2

## U

Underwriting agents; war risk insurance program, II 3.25, 3.27  
 Unemployment insurance, railroad, XXV 1.1

United States agencies. *See under name of specific agency*  
 United States Munitions List, IX 1.2  
 Uranium deposits lessees, XI 1.6  
 Urban renewal projects, XXII 1.1  
 Utilities, public, and licensees, XVIII 1.1

## V

Vegetable oils, X 4.91

Vegetables:

Diverters, I 3.23  
 Marketing orders, I 3.6, 3.7, 3.18, 3.21  
 Perishable Agricultural Commodities Act of 1930, I 3.24  
 Shippers, I 3.21

Vehicles:

Persons liable for floor stocks tax, X 4.105

Persons subject to tax on use of highway motor vehicles, X 4.107

Vendors. *See* Dealers

Vessels:

Agents, II 3.1-3.9, 5.1; X 9.2, 9.8, 9.13, 9.15, 9.16

Canal Zone ports, XXIV 1.1-1.3

Cargo, X 9.7

Charterers, II 3.10, 3.20, 3.22-3.24; X 9.11, 9.13, 9.15, 9.16

Construction reserve fund, II 3.18

Contractors and subcontractors for construction and repair, II 3.15-3.16; X 4.20

Contractors for use of, X 9.11

Dry-cargo, II 3.10, 3.23

Employees, II 5.1

Halibut fishing, V 6.1

Hazardous, inflammable, or combustible cargo, X 9.1, 9.3, 9.14, 9.15; XXIV 1.1

Marine casualties, X 9.2, 9.8

Masters, II 3.7, 5.1; V 6.1; X 9.1-9.9, 9.13, 9.14; XXIV 1.1-1.2

Nautical school ships, X 9.8

Operators, II 3.11-3.12, 3.17, 3.19; V 6.1; X 9.12

Owners, II 5.1; X 9.2, 9.8, 9.10, 9.13, 9.15, 9.16

Panama Canal, XXIV 1.1-1.4

Passenger, X 9.5, 9.6

Purchasers, II 3.20, 3.21

Radio stations, XV 1.13

Storing or carrying explosives, X 9.9, 9.12-9.15; XXIV 1.1

Subject to Interstate Commerce Act, XXIII 1.11

Using the St. Lawrence Seaway in United States waters, XXVI 1.1

War-built vessels. *See* War-built vessels

Welders, X 9.4

Veterinary surgeons dispensing, administering, or distributing narcotic drugs, X 4.56, 4.67, 4.76

Veterans:

Apprenticeship training, XXVIII 1.6

Holders of VA guaranteed or insured loans, XXVIII 1.10, 1.11

On-the-job training, XXVIII 1.6

Schools for, XXVIII 1.1-1.5

Veterans Administration, XXVIII

Viet-Nam, Communist-controlled area of; shipping restrictions, II 5.1

Vinegar factories, X 4.161

Virgin Islands:  
Distilled spirits imported from, **X** 4.109

Employers, in various industries, **VII** 4.59-4.61

Homeworkers, **VII** 4.60-4.61

Liquors brought into the United States from, **X** 4.254-4.255

Sugar industry employers, **I** 6.32, 6.33

Visas, nonimmigrant, **IX** 1.1

Vocational education under Smith-Hughes Act and George-Barden Act, **IV** 1.3

**W**

Wage and Hour Division, **VII** 4.1-4.64

Wagering, **X** 4.102-4.104

Wages:  
See also Employers  
Rates, fair wage, under the Sugar Act, **I** 6.32-6.33

Retroactive payment of, **VII** 4.2

Walnuts; marketing orders, **I** 3.10

War orphans educational assistance, **XXVIII** 1.7-1.9

War Production Board, Supp. **I**

War risk insurance programs, **II** 3.25, 3.26, 3.27

War-built vessels:  
Charterers, **II** 3.20, 3.22-3.24  
Purchasers, **II** 3.20, 3.21

Warehouse Act of 1916, **I** 3.40-3.50

Warehousemen, **I** 3.40-3.50, 6.5, 6.11, 6.17, 6.21, 6.24, 6.28

Warehouses; operators and proprietors:  
Bonded warehouses. See Bonded warehouses  
Commodity futures exchanges, **I** 5.13  
Industrial alcohol, **X** 4.110, 4.118, 4.126-4.133, 4.261

Warehouses, etc.—Continued  
Internal revenue bonded warehouses.  
See Bonded warehouses

Sea stores, bonded, **X** 4.268

Tobacco, **X** 4.269, 4.270

Wheat, imported, **X** 3.13

Water carriers, **XXIII** 1.11

Watershed loans, **I** 8.4

Weighers:  
Agricultural commodities, **I** 3.47  
Livestock and poultry, **I** 3.36-3.37

Welders, marine engineering, **X** 9.4

Western Hemisphere trade corporations; income taxes, **X** 4.29

Whaling ships and land stations, **V-3.13**, 7.1

Wheat:  
Bonded common carriers, **X** 3.13  
Crop insurance, **I** 9.1  
Export payment program for wheat and wheat flour, **I** 7.13  
Exporters, **I** 7.13; **X** 3.13  
Importers, **X** 3.13  
Marketing quotas, **I** 6.24  
Producers, warehousemen, elevator operators, feeders, processors or transferees, and buyers, **I** 6.24

Wholesalers:  
Beer, **X** 4.155  
Butter, adulterated and process or renovated, **X** 4.93  
Filled cheese, **X** 4.88  
Liquor, **X** 4.154, 4.156, 4.159-4.160  
Narcotics, **X** 4.57, 4.58, 4.62-4.63, 4.65  
Wine, **X** 4.155

Wildlife restoration projects, **V** 3.6

Wills; executors or legal representatives, **X** 4.21

Wind River Indian Reservation, Wyoming; mining, **V** 5.14

Wine:  
Bottling houses, **X** 4.207-4.211  
Cellars and wineries, **X** 4.219-4.245, 4.265

Dealers, **X** 4.155

Experimental wine operations, institutions engaged in, **X** 4.221

Exports with benefit of drawback, **X** 4.211

Importers, **X** 4.257

Persons producing wine for family use, **X** 4.246

Withdrawn for deposit in a foreign-trade zone, **X** 4.265

Wire and wireless communications, taxes on, **X** 4.51

Women's apparel industry, **VII** 4.18-4.19

Wool:  
Grower pool managers and member associations, **I** 7.7

Handlers, **I** 7.6

Manufacturers, processors, or dealers, **X** 3.6-3.8; **XIX** 1.1

Price support programs, **I** 7.6, 7.8, 7.9

Producers, **I** 7.8

Workshops, sheltered, **VII** 4.9

Wyoming; Indian lands, **V** 5.14

**Y**

Yield insurance investors, **XXII** 2.7

**Z**

Zinc and lead mining on Quapaw Agency lands, **V** 5.12

Zuni Reservation, traders on, **V** 5.15

