

A FILING SYSTEM
FOR THE
COUNTY SUPERINTENDENT OF SCHOOLS

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FOR THE
COUNTY SUPERINTENDENT OF SCHOOLS

By

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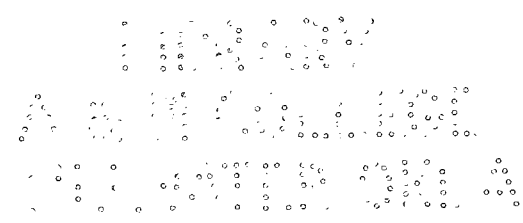
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B.D.H.

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CHAPTER I
INTRODUCTION

Purpose of Study

A practical and efficient filing system is needed in the offices of the county superintendent of the county superintendent of schools in the counties in Oklahoma. At the present time such officials have no accurate method by which to find data that have been filed recently, and more especially those filed in documents in previous years. A preliminary survey of twelve counties shows that Creek County is a typical case for use in this study.

Various types of materials have to be considered during the fiscal year. They include accrediting of schools, bulletins, incoming letters and carbon copies of correspondence, county contests, enumeration of children, financial estimates, inventories, notations on personal and telephone inquiries, separate schools, statistical reports, tests and teachers contracts. The scope of matter was so great that the contents of over 50,000 sheets of business size paper were considered during the school year 1936-37 in Creek County, Oklahoma. To file the materials and locate quickly certain documents again when needed present office problems for the county officials.

This work is an experimental study in the handling of documentary materials in the office of the county superintendent of schools in Creek

County. The purpose of the study is:

1. To arrive at the most satisfactory procedure in filing materials in the county superintendent's office.
2. To facilitate the filing of materials for permanency of data, durability of materials used, economy of space, accessibility, and speed in locating and reporting the desired information.
3. To classify materials into groups, then code and cross-reference the groups such that the novice can file the materials in the right place and quickly find certain needed information.
4. To point out a satisfactory procedure for binding correspondence and records for permanent use.
5. To promote a more uniform filing system of records in the respective offices of the county superintendents in relation to the State Department of Education.

Outline of Plan of Study

The plan of study is:

1. To present the problem of the filing of materials in the county superintendent's office.
2. To describe a case study of physical equipment.
3. To prepare a trial outline of materials as a guide in filing about 50,000 documents in a year's time.
4. To use the trial outline of materials, with government aid in the Works Progress Administration project, in order to classify the documents preserved over a period of thirty years.
5. To arrive at a workable plan for coordinating of documentary materials and optimum equipment.

CHAPTER II

METHOD OF RESEARCH

Analysis of Problem in Office of Creek County

The county superintendent in Creek County is an elective official, coming to the office, invariably, without specific training for the position. A majority of the superintendents held office only two years, while only one occupied the office longer than four years. Since the superintendent's many administrative duties did not permit him to do the stenographic work and file the materials, he, therefore, selected an assistant or deputy to perform such work. The deputy was a stenographer, with little or no teaching experience and training in the classification of the problems involved in the office. Moreover a new deputy was habitually appointed by the incoming county superintendent. From one to four individuals occupied the deputy's position during the tenure of office of each superintendent. They learned usually from eight to twelve months ahead of time that they were leaving the office.

The superintendent and deputy, therefore, filed the materials promiscuously on shelves, in pigeon holes, desk and cabinet drawers, boxes, sacks, steel safes, and in folders in regular filing cabinets. Old records were stored in the county superintendent's office, the county treasurer's vault, the county clerk's office, county jail, and even in the county commissioner's machinery barn.

No definite procedure was followed in the filing of the materials. A small amount was in alphabetical order; while the greater mass of materials was mixed without regard to correspondence group, and year classification

containing no labels, contents, index, and no cross-reference. The lack of orderly classification required much time and worry for the officials to search for needed information. Usually the deputy had to be present to secure the needed data, and the novice had no means of finding quickly what he desired.

These were the conditions with which the author was confronted when he became deputy county superintendent of schools of Creek County in January, 1936. The many difficulties encountered to secure speed, accuracy, and efficiency caused him to seek improvement in the office filing system. Questions arose at once in regard to order and to classifying the materials into groups for filing. Should alphabetical order, chronological order, thought content, school districts or some other order or combination be followed in the filing procedure? Could the materials be placed into convenient groups? Should the materials be made accessible by being filed in folders in filing cabinets, or be recorded in blank books, or be filed and bound by fiscal years, or be placed in accumulative record books? Where should certain specific information be placed in the groups? For example, the teachers' personnel report might be filed under personnel, or reports, or teachers, or state department. Teachers certificates could be recorded in a blank book. Certain reports like the enumeration and personnel could be filed in an accumulative manner; while carbon copies and general correspondence could be bound by fiscal years. With the idea of securing assistance for a convenient filing system; inquiry was made in the office of other county superintendents.

Analysis of the Problem in the Offices
of
Other County Superintendents

A letter was sent to over 50 per cent of the deputy county superintendents in Oklahoma for information relative to their procedure in filing. Conferences were held with fifteen county superintendents on the problem. Inquiry was also made in person before the whole group assembled at the deputy county superintendents' section of the Oklahoma Education Association in 1936 and again in 1937. No definite, specific procedure was found.

A visit was then made personally to the county superintendent's office in eleven counties in Central Oklahoma. The counties included Canadian, Garfield, Kingfisher, Lincoln, Logan, Noble, Oklahoma, Okmulgee, Pawnee, Payne, and Tulsa. The offices were examined on organization of filing, indexing, space, and location of records of materials, cross-reference, contents, containers, and accessibility. All officials reported unsatisfactory filing systems. No one definite system or classification was used. All filed to a limited extent in alphabetical order, with an attempt at grouping the materials by thought content. Two offices also had some materials filed by school district numbers. There were no orderly groups, no content or index, and no cross-reference of materials. Even the old "Yearbook" which contained much copied data, is no longer popular as a record, since hundreds of carbon copies of data must now be kept on file. Loose materials had not been bound.

The more or less haphazard procedure of filing was wasteful of materials and time. Lack of uniformity in the size of paper for reports and poor filing habits had ravaged, and in many instances destroyed, the durability

and value of many records. Many of the sheets, varying in size from smaller than business size paper to dimensions of 24x36 inches, had become old and brittle. These, therefore, had to be patched or have new certified copies made. They were oftentimes folded and filed in envelopes, got damp and molded, even mouse-eaten, or again were stored very similar to records in Creek County.

Filing space and filing cabinets were inadequate. They were largely of old design, which did not permit speed in filing, or in securing of information, and ensuring permanency of records. All the offices had materials stored loosely on shelves, in store rooms, or in other county offices; which caused the materials to be very inaccessible. Office space was poorly designed for filing of records. Invariably there were only two rooms, with only an occasional storeroom provided. In only the most recently built courthouses could modern equipment and desirable office space be found.

Development of a Trial Plan

The filing system procedure and conditions were discussed in a paper, before the deputy county superintendents, at the Oklahoma Education Association in Tulsa on February 5, 1937. Then followed the attempt to reorganization of the filing system in our office at Sapulpa in Creek County. While the work was in progress, visits were made to libraries, stationery dealers, oil companies, and to the Oklahoma State Department of Education in order to further the systematic procedure. Conferences were held with the authorities in these places to ascertain the best practices in filing and binding of materials. Also certain officials,

representing the Works Progress Administration, were consulted for improvement; while they were tabulating the records filed in the respective county offices in Oklahoma.

The filing of materials fell into three categories: active, pending, and reference files. The active file contained all the materials of the present fiscal year, with two exceptions. Certain materials like applications for isolation of schools and applications for Primary Aid, made at the close of last fiscal year and must apply to this fiscal year, should be placed in the active file. Again such materials near the close of the present fiscal year, and applying to next fiscal year, should be placed in the active file for the succeeding fiscal year. The pending file included certain items which were incomplete, such as school enumeration and special reports. The reference file contained all other materials irrespective of years.

The materials in the active files had to be classified into groups for ready reference. Most of the materials were placed in thought content groups. Certain correspondence, however, is found more conveniently when filed by school district number. Examples are inquiry relative to the financial status of the teacher in blank school district, and the enclosures pertaining to the registering of warrants for blank school district.

The groups and subdivisions of materials were arranged in alphabetical order. This arrangement is so flexible that additional groups and subdivisions may be entered in the files at the respective places desired at any time.

The active file materials in each group and subdivision were arranged in chronological order, beginning on July 1 and ending on June 30. Several different sheets of correspondence pertaining to the same subject, of

different chronological dates, may be arranged to appear together when much usage is demanded. After the tentative groups were determined, additional groups were compiled in the rearranging of the materials in the reference files. Cross-references were made on items, when certain other records were listed in which the same data could be found. Then materials were placed at the end of the day in filing cabinets, which also were coded. These latter three aids also permitted an official to speed up the finding procedure of needed data.

The pending file is for immediate use. When reports or information are due by a certain date, the county superintendent must keep himself informed as to the progress being made by the respective reporting units. For example, primary aid applications must be made by each school district and filed with the State Department of Education before June 20 of each year. The pending file will enable the county official to determine at a glance those districts that have not made their applications to him within a reasonable time, or on his final data limit.

The pending file consists of one or more sheets of paper, each containing the number of units that must report, with the heading at the top. The units are placed in a vertical column with space at the right for checking or itemizing the needed data. The information usually is needed from school districts. Thus mimeographed copies of the school districts, listed in numerical sequence, usually suffice for this purpose. From the pending file, follow up letters are issued when necessary, and reports can be made immediately when all units are in. The materials are then placed in the active files.

Data were difficult to obtain from the reference file, since the materials were not filed by years and in no sequential order; contained

no group classification; had no index, no contents, no cross-reference; and were not bound in volumes. During a period of over one year, two National Youth Administration students sorted and classified the materials into the tentative groups which had been chosen. Their work was continued for three months, beginning in July, 1938, by two persons, former teachers, on a Works Progress Administration office project. The materials were placed in the same groups, according to content, in sequential, chronological order; new groups being created as the materials demanded. The groups were tied and filed away, ready to be bound into suitable volumes. Time, however, didn't permit the making of contents for each unit.

CHAPTER III
PHYSICAL EQUIPMENT
Types of Equipment

The types of physical equipment in which to store the documentary materials presented problems of concern, when accessibility, speed of acquiring data, and permanency of records were desired. In nearly all the offices visited, the containers were old, of odd design and size, such as to meet the space needs of the offices rather than convenience and permanency of records. The active files require differently designed equipment, dependent upon the needs, and convenience desired. The reference files will require an endless amount of equipment of various designs; provided, the materials are not bound. Only a small amount in addition to the active files is necessary when the documents are bound.

Since the pending file is kept on the official's desk, no additional equipment is needed. The data to which it refers are kept in the active files. When one pending item is completed, the sheet is removed and placed with the data. Sometimes there may be several sheets in the pending file, and again there may be none.

There were many designs of containers for the active files in the offices visited. Some were the vertical, steel, drawer type cabinet, of both business and legal size; containing labeled folders, with varied materials filed therein. Other cabinets, of various sizes and construction, had flat drawers about 3x10x16 inches with the contents labeled at the handles. A third type cabinet had vertical drawers about 4" wide, 10" high, and ranging

Enumeration - 1939 Make Report, March 15.

	Received	First Notice	Second Notice	
C-1	1-29-1929			
C-5		2-15	2-19-1939	
U-3	2-10-1929			
Jt. C-4	2- 5-1939			
7		2-15	2-18-1939	
8	1-30-1939			
9	1-30-1939			
10	2- 4-1939			
15	2- 3-1939			
17	2- 3-1939			
18	2-15-1939			
19		2-15	3-1	Drove out and got it 3-10
47	2-10-1939			
51	2- 8-1939			
I-II		2-15	3-1	3-4-1939
I-30	2-10-1939			
I-42		2-15	2-25-1939	

EXHIBIT 1. Pending File Sample. The column on left is the school district number. The second column lists the dates on which reports were received. Columns three and five show dates of notices sent to delinquent schools. Columns four and six may be omitted and data inserted in column two.

from 12" to 24" deep. Each was labeled at the handle, and contained varied documents, usually folded, oftentimes in envelopes, with and without the contents labeled on the outside of the fold. Again certain cabinets had upright or sliding doors, and were fitted with shelves, not labeled, on which documents were placed. Still other containers were open shelves, sometimes labeled, but more often not, on which documents were stacked, both in the open and in varied shaped receptacles. A steel safe housed a few valuable records, while only the latest built courthouses afforded vaults. Finally, certain data were kept variously placed, in bound volumes. These included records of teachers' certificates and degrees, eight grade graduates, the old "Yearbook" which was very incomplete in most instances, the original school districts boundary maps, the separate dependent schools encumbrance records, and purchase order books.

The vertical, steel, combination lock, legal size, four drawer type cabinet is the most indispensable piece of equipment for the county superintendent's office. It fits readily into corners or along the sidewalls, where accessibility is needed. When equipped with guides and manila folders, properly labeled according to group classification of contents, this cabinet enables the official to file or get documents more rapidly than from any other type. Smaller than legal size requires the folding of many sheets of stationery; while but few sheets are larger than legal size. The contents of the guides can be seen at a glance, and the many subdivisions of the groups can be found quickly. Each folder can be extracted or inserted accurately and rapidly; and the data can be obtained from the documents most rapidly when the sheets lay flat or are placed in the stenographic one line guide machine. Again they can be reinserted in the folder and placed quickly in the file. Drawers should be ball bearing, and contain

catches to prevent their being pulled entirely out. A combination lock is very economical of time, and usually protects the contents from theft.

The flat drawer type cabinet, with about 100 receptacles capacity, legal size, is especially adapted as a file for blank forms. A few receptacles should be of a larger size for certain large forms. This type cabinet is not satisfactory for the filing of content documents, since groups and subdivisions can not be found at a glance. Furthermore, each drawer usually has to be removed to find certain content documents. It is not economical of time to blade through the materials, lift up one to several documents and then insert the one to be filed. Many errors also enter here, when the official is in a hurry; for he will fail to replace a document or not take time to insert it in its proper classified place.

The cabinet with vertical drawers in which the documents are folded is very wasteful of the official's time and of the paper materials on which the data are recorded. Such folded papers break easily after the documents are filed for a few years. They have to be patched and even be made new by the photostatic process or by the official making new certified copies before a notary public. It requires much more time to fold a document, write a brief data record at the top of one folded side, and insert it in the proper drawer than it does to just place the sheets in a classified group manila folder and file it. Furthermore, when data are needed, it requires a great deal more time usually to blade through the folded materials, read each data record, withdraw the right document, unfold it, smoothe out the wrinkles, then begin work than what it does to glance at the classified

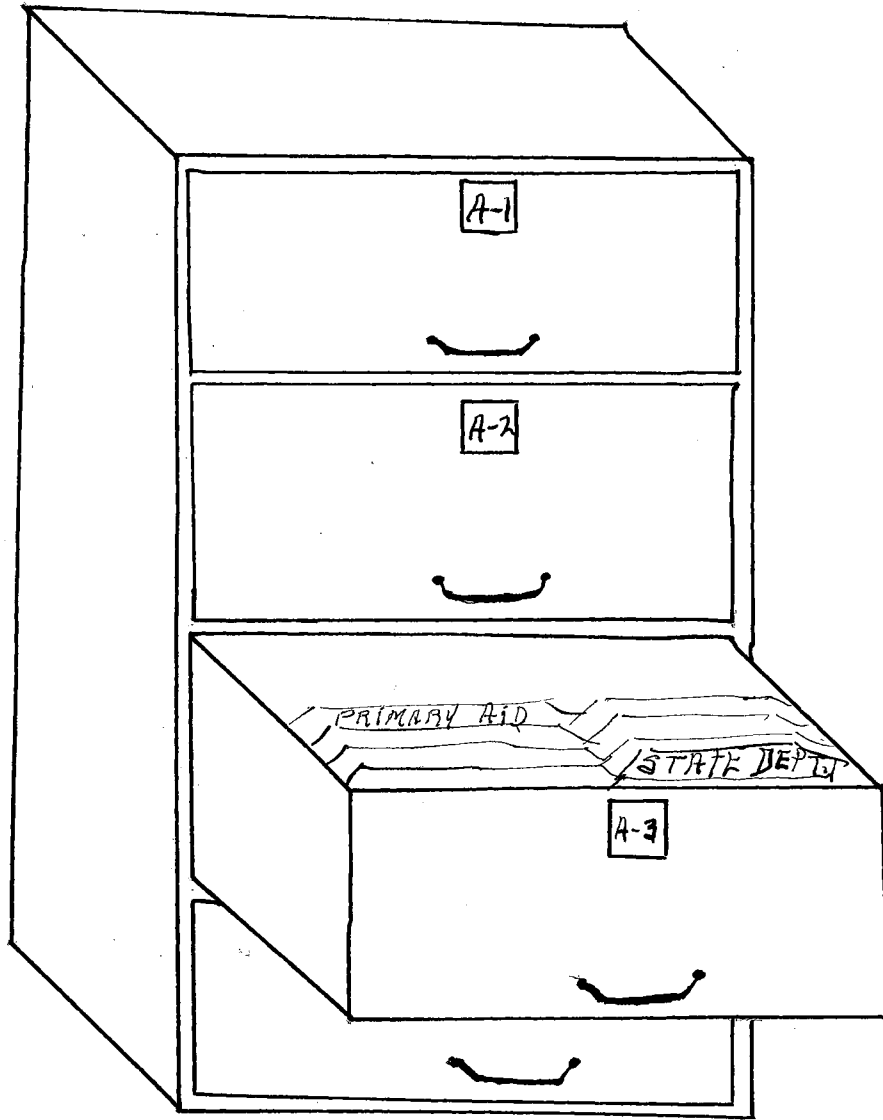


Fig. 2. - Cabinet for Active File Use in Filing Documents

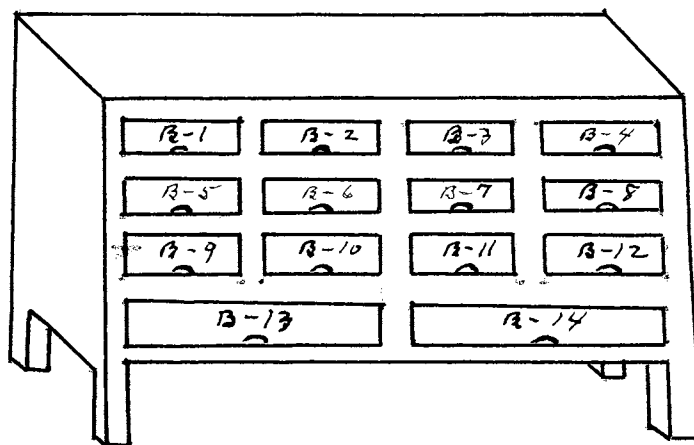


Fig. 3. - Flat Drawer Type Cabinet for Filing Blank Forms.

groups of manila folders in order to select the required documents, which are already unfolded. In addition, this type file will require more clerical help in which to properly label and file the documents. Again more office space will be needed in which to set the filing cases; and, finally, the cost of smaller receptacle filing cabinets will increase decidedly over the large drawer cabinets. Equipment with shelves is very unsatisfactory for the filing of loose leaf documents. The latter are easily misplaced, blown about, covered up, and mutilated when lying on shelves. Neither can they be properly labeled and classified into groups for speed and accessibility. They usually have to be placed in some sort of a receptacle, or be tied into bundles, in order to be kept in groups. They are not properly labeled, and are easily misplaced by continual stacking. In case the shelves are high, the official's energy is drained daily by constantly climbing up and down on chairs and on a ladder to expedite his work. If shelves must be used, it is best to have a special room equipped for the purpose, easily locked, to keep out intruders. If space doesn't permit the room, then a sliding door cabinet with shelves may be used, which will give the office a better housekeeping appearance and provide more permanency to the documents filed.

The fireproof safe should be large enough to contain certain important records, such as separate dependent encumbrance, teachers certificates and degrees, school district boundaries, and financial reports of the office. A fire proof vault is a highly prized asset to an office. If properly located, it should contain the filing cabinets in which all reports are stored, and sufficient shelves for the bound office records.

The bound records, not placed in the fireproof safe, and school district budgets are best kept on shelves in a sliding door cabinet, which

may be locked. These may be properly stacked on shelves in the storeroom at the end of the fiscal year, or at such times that it is considered they will be of little use. The shelves should be from eight to twelve inches wide and sixteen inches high to properly hold the bound volumes. Books of various kinds can be stored in book cases.

With the increased demand for pupil personnel records, a special type built cabinet is needed in which to file the school enumeration census books of each district. No cabinet has yet been designed to meet efficiently this demand.

CHAPTER IV

ORGANIZATION FOR FILING AND FINDING OF DOCUMENTS

Developing Place and Content Groups

A definite procedure had to be developed in order to properly file the numerous documents in the county superintendent's office, in such a manner as to find them quickly when each was needed. Since the deputy, invariably, did the filing, the county superintendent of schools usually requested him to secure any needed document. The requests were made nearly always by place terms of thought content. That official might call for a content record of certain supplies; using the place term to which it applies, as school board supplies, white schools supplies, separate schools supplies, dependent schools supplies, grade school supplies, high school supplies, or county superintendent's office supplies. A real need, therefore, arose to classify the documents into thought content and place term groups. Two illustrations in activities and supplies, will serve to show the difficulties encountered.

A number of thought content groups had been made previously. They were filed in manila folders, labeled, and inserted in a four drawer business size filing cabinet. Among these folders, usually in alphabetical order, were listed, activities, athletics, athletic rules, awards in athletics, baseball, basketball, county contests, contests out of county, fine arts, old records of contests, softball, and track. It was a task for the deputy to know definitely whether an athletic document had been filed under athletics or activities, or athletic rules, or with one of the specific forms of athletics. Therefore, one to several folders, in different alphabetical sections of the filing cabinet, would have to be lifted from the

cabinet, then reinserted, until the document was found. Again through carelessness they would be found in some other alphabetical file. Sometimes "fine arts" would be found in the "F" department and again in the "A" set, depending on the viewpoint of the individual who had used the folder last.

To lessen the difficulties, all such documents were placed in an "activity" group, arranged in alphabetical order. Each item was listed alphabetically in the index, with cross reference to indicate where it would be found under activities. The grouping enabled the filer to see more readily in which folder an athletic document should be filed, and less time was required to find it again when it was needed. It lessened the possibility of folders being misplaced, overlooked, or several documents filed in the wrong folder.

Similar difficulties were encountered with supplies. The general supplies that concerned all school boards were listed under a "school board" group. Certain specific supplies, however, applying to a specific district were filed in the "school districts" group, and in the folder containing the specific district number. Documents pertaining to the separate schools were filed in the "separate schools" group, with specific supplies filed in specific numbered school districts. Certain supply documents pertaining to the county superintendent's office were filed with the "county superintendent's office" group. Cross-references were then made with separate school supplies, grade school supplies, and to high school supplies. Thus speed and efficiency were enhanced by the new group filing procedure.

Developing New Groups and Sub-Divisions

The various documents, therefore, were classified into place and content groups. All correspondence and data pertaining to an item of interest were filed with that content item in the group. The groups were listed in the filing cases in alphabetical order. The content items of interest eventually became sub-divisions of the respective groups, and were listed in the files in alphabetical order within such group. When new groups became necessary, they were listed on the manila folders and inserted in the proper alphabetical places in the filing cabinet. An example of this was hot lunches. The State Welfare Board requested the county superintendent to assist in securing the data on which to issue food for hot lunches to needy children in school. A folder was listed "WELFARE DEPARTMENT-Hot Lunches" and inserted in the welfare group; with cross references at "foods", "hot lunches", and "lunches to see the welfare department."

Suggestive Groups and Sub-Divisions

The grouping of documents and content arrangement into sub-divisions, each in alphabetical order, is so flexible that it enables countless folders to be added or only a few to be used. A large county, with a large activity program, may have need of adding even more filing folders than the thirteen items grouped under "activities." A small county may classify all such documents under the two sub-divisions of "athletics" and "academic and fine arts;" or again it may have need only of the group "activities," where one folder will suffice.

A suggestive classification of documents is listed below. The column on the left lists the groups and sub-divisions of documents. The right hand column is a cross-reference, inserted here to save space; but rightly belonging in Chapter V where it is interpreted in coordinating the classified groups into an index.

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Accredited Schools	
Elementary	Schools, model schools
High	State department, high
Accredited tests	Schools, model schools
Activities	
Athletics	
Athletic rules	
Awards	<u>Also Certificates and</u> American Legion
Baseball	
Basketball	
County contests, rules and regulations	
County contest rules, out-of-county	
County executive committee	
Fine arts	
Records	
Softball	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
<u>(Activities Continued)</u>	
Spelling, state contest	
Track	
Adult education	Education
American education week	Education
American Legion	Organizations
Annual school meetings	School boards
Apportionments	Finances
Architects	Buildings
Area of school districts	School districts
Army	War department
Associations	Organizations
Assignment of funds	Finances, claims
Assistant county superintendent	Deputy county superintendent
Athletics	Activities
Attendance	
Average daily attendance reports	Teachers' monthly and annual, part I, statistical

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
<u>(Attendance Continued)</u>	
Average daily attendance tables	
Compulsory attendance	
Attendance officer	
County attorney's notices to parents	
Court orders	
County superintendent's notices to parents	
Reports from teachers and others	<u>Also Teachers' monthly report</u>
Auditor	Finances
Awards	Activities
Baseball	Activities
Basketball	Activities
Beautification	Schools, separate
Better Business Bureau, report on teachers	
Board meetings	School boards
Bonds	
Bonding Companies	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
<u>(Bonds Continued)</u>	
County superintendent's bond	
Deputy county superintendent's bond	
Procedure to issue school bonds	
Sample copies for districts	
Amount of school district bonds	Exhibits in budgets
<u>Books</u>	
Bulletins on books	
In county superintendent's office	County superintendent's office
Book lists	
Book companies	
Book exhibits	
Copies of purchase orders	<u>Also Supplies</u>
Library books	Library
Textbooks adopted	
Textbooks, free	
Application blanks for	
Books requisitioned	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
(Books Continued)	
Books issued	
Bulletins on issuance and retaining of books	
Free books issued by state department and welfare board	
Reports	
To state department on number needed	
To welfare board on number needed	
To state department on number of free books in each district	
Boy Scouts	Organizations
Building fund levy, five mills	School boards, report of annual meetings; finances, levies, budgets
Buildings	
Architect companies	
Condemned	
Contracts for	
How plans	
Sites	
Bulletins	
Colleges	Colleges

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
<u>(Bulletins Continued)</u>	
County superintendent to school boards	
County superintendent to superintendents and principals	
County superintendent to teachers	
From other county superintendents	
On issuance and retention of books	Books
Library	Library
Mimeograph suggestions for bulletin	
Separate schools bulletin	<u>Also</u> Separate schools
Federal list of bulletins	
State list of bulletins	
Specific list of bulletins	
State department bulletins	
<u>Budgets</u>	
County superintendent's office	County superintendent's
	office
District schools	Finances, budgets

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
(Budgets Continued)	
Separate schools	Finances, budgets; and separate schools
Bus drivers	Transportation, schools; separate schools
Cafeteria	Welfare department
Certified copy of records	County superintendent's Office
Certificates	
Accredited test promotions	Schools, model schools
Certificates of award	<u>Also</u> Activities
Eighth grade promotion certificates	
Eighth grade examination, date, rules, and regulations	
Promotion certificates	
Promotion certificates sent to teachers	
Record of grade's of pupils who took examination	
Reports	
Grades sent to state department for interpolation	
Interpolation of grades, from state department	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Certificates Continued)

Number of copies of tests needed, to state department

Pupils who passed examination, to state department

Sample copies of examination test papers

Employment certificates for children

Blanks

Certificates issued

Instructions to parents on how to obtain employment
certificates

Laws and regulations

Teachers' certificates

Examination for certificates, date, rules, and regulations

Candidates who took examinations

Contingency fund from teachers' examination

Deposit book with county treasurer

Receipt book, issued to teachers, for fees paid

Amount and disposition of fees, reported to state
board of education

Fees sent to state treasure and report of source

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Certificates Continued)

Report by county treasure of amount of contingency
fund on hand

Record of teachers' certificates

Reports

Examination papers sent to state department

Grades made by candidates

Number of copies of tests needed

Report on contingency fund

Chamber of Commerce

Organizations

Churches

Conferences

Conventions

Denominations

Sunday schools

Young people's organizations

Circulars

Dependent schools

Independent schools

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Circulars Continued)

Separate schools

Questionnaires

Civic organizations

Organizations

Colleges

Bulletins

Correspondence study

Credit

Also Teachers, transcripts

Extension departments

List of colleges

Agricultural and Mechanical

Business

Junior

Teachers

Universities

Schedule of classes

Transcripts

Teachers

Companies

Also Supplies

Local

Others

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Complaints	Petitions
Conferences	
Model schools	
Teachers, zone meetings	
Teachers' association	Organizations, educational
Constitution, Sesqui-Centennial	
Contests	Activities
Contingency fund of teachers' examinations	Certificates
Contracts	
Bus drivers	Transportation
Buildings	Buildings
Repairs	Buildings
Teachers.	Teachers
Wells drilled	Separate schools
Wood.	Separate schools
Correspondence study	Colleges
County contests	Activities
County Agents	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-divisions of Documents

Cross-Reference

(County Agents Continued)

Calendar

Farm and home demonstration agents

4-H clubs

County education association

Organization

County offices

Agents, farm and home demonstration

County agents

Assessor

Attorney

County clerk

County court clerk

District court clerk

Superior court clerk

County commissioners

County department of public welfare

Welfare department

Engineer

Excise board

Highway department

Jail

OREGON 33
 AGRICULTURAL & MECHANICAL COLLEGE
 LIBRARY
 SEP 23 1939

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(County Offices Continued)

Judge of county court

Judge of district court

Judge of superior court

List of officials and employees

Nurse

Sheriff

Treasurer

County officers association

Organization

County superintendent

Association programs

Organizations

Bond

Calendar

Mandamus on funds

Legal

Opinions by county attorney

Also Legal

Opinions by state's attorney general

Also Legal

Opinions by state department's attorney

Also Legal

Court action on transfers

Also Transfers

Personal

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

County superintendent's office

Budget

Certified copies of records

Compulsory attendance Attendance

Contingency fund Certificates

Employees, clerical help

Encumbrance record of office

Fees for clerical work, sales of teachers' lists

Funds

Grade cards Supplies

Information sheets for pending file

List of county superintendents of other counties

Machines for office

Maps Maps

Pending file for office

Postage

Report, teachers' first week of school

Supplies Also Supplies

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(County Superintendent's office Continued)

Correspondence

Contributions and expenses

Sympathy cards

Membership in organizations

Also Organizations

Political

Advertising

County superintendent, cuts, mats, pictures

Contact men, poll workers

List of friends and voters

State politics

Votes cast by precincts

Workers' club (Herrin for Superintendent Club)

Questionnaire

Circulars

Receipts

Deputy county superintendent

Association

Organizations

Personal

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Course of study	Curriculum
Courts	Legal
Court of tax reviews	Finances, budgets
Curriculum	
Course of study	
Elementary subjects	
High school subjects	
Special subjects	
Daily programs	Teachers
Departments	Federal and state
Devices for teaching	
Directories	
County officials	County officials
County teachers' list	Teachers
Mayors and other city officials . .	
School board lists	School boards
State officials	
State superintendent's directory of schools	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
(Directories Continued)	
State teachers' list	
Districts	School districts
Education	
Adult education	<u>Also</u> WPA and FEPA
American education week	
Federal Emergency Relief Administration (FERA)	FERA
National Youth Administration (NYA)	NYA
Progressive education	
Works Progress Administration (WPA)	WPA
Elections	
County election board officials	
Inspectors	
Precinct officials	
State election board	
School election	School boards
Employment certificates	Certificates
Encumbrance record	County superintendent's office

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Enumeration or school census

Books

Letter to clerks

Report to state department of number in each district

Supplies needed, report to state department

Estimates

Finance, budgets

Examinations

Certificates

Excise board

County officials

Executive committee

Activities

Extension department

Colleges

Fairs

County

Poultry

Also Poultry shows

Schools

State fairs

Townships

Farm agents

County agents

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Federal department	
Commissioner of education	
Educational reports	
Educational surveys	
Proposed legislation	
Study of local school units	
Vocational agriculture	<u>Also Finances</u> , separate schools
Department of interior	
Emergency aid funds to districts	Finances, apportionments
Post office	County superintendent's office
Federal officials	
Representatives	
Senators	
Federal Emergency Relief Act (FERA)	
Bulletins	
Correspondence	
Projects	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(FERA Continued)

Extension of school term

For separate dependent and independent schools

For white dependent and independent schools

Finances

Auditor

Contracts with school boards

Suggestions on budgets and court of tax reviews

Aid

State department, home

Apportionments

stead exemption,

Ad valorem

primary and secondary

Blank forms

aid

Beverage tax

Box car tax

County tax

Gross production tax

Income tax

State land tax

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Finances continued)

Sales tax - relief	
Report of monthly apportionments by county superintendent to county clerk and county treasurer	
Bonds	Bonds
Budgets	County clerk's office
Annual budget of each district	
Estimated needs for each budget	
Court of tax reviews	<u>Also</u> Auditor, county clerk, county treasure
Protests allowed and disallowed	
Protests by corporations	<u>Also</u> Auditor
Miscellaneous revenue in each budget	
Valuation of each district	
Claims	
Blanks	
Assignment of funds.	<u>Also</u> Separate schools
Clerk's warrant book - blanks	
Clerk's record of warrants issued - blanks	
Contingency fund	Certificates

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Division of Documents	Cross-Reference
(Finances <u>Continued</u>)	
Estimated needs of each district	Clerk's report of annual school meetings
Funds on which to draw warrants	
General	
Homestead exemption loss	
Indian tuition	
Primary aid	
Secondary aid	
Vocational aid - federal	
Insurance fund, cash	<u>Also</u> Separate schools
Levies	
Building fund	
County levy for school units by excise board	
District levies	
Report, Part II annual statistical to state department	
Sinking funds	Exhibit in budgets Court clerks
Supplementary apportionments	Primary aid

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Finances Continued)

Supplemental estimates	
Tax levy for taxing units in county by excise board	
Transfer of funds - blanks	
Valuation of districts and county	
Fees received	County superintendent's office
Fine arts	Activities
Fires	<u>Also</u> Insurance
Fire prevention week	
Local fire department	
State fire department	
Report of fires in districts	
First week's report of attendance	Attendance
Flag	Holidays
Foods	Welfare department
Forestry	
Conservation of Natural Resources	
Forms - blanks	Each item separately as Primary aid

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Funds

Finances

Grade cards

County superintendent's
office;supplies

General suggestions

Specific items, e.g. bulletins

High school accrediting

State department, high schools

High school inspection

State department, high schools

High school supplies

Supplies

Health

Bulletins

County superintendent

Others

County nurse

County physician

Health examinations

Inoculation

Also Teachers' daily register
of pupils

Diphtheria

Small pox

Tuberculosis

Typhoid

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
4-H clubs	County agents
Highway safety department	State department
Holidays	
Armistice	
Christmas	
Decoration	
Flag	
Lincoln's birthday	
Thanksgiving	
Washington's birthday	
Hot lunches	Welfare department
Indian tuition	<u>Also Enumeration books:</u>
Application for aid	teachers; monthly reports
Blanks for attendance report	
Days attendance	
Fees received by district	Also Exhibit in budget
1st. semester	
2nd. semester	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Indian tuition Continued)

Regulations for aid

Inquiry School boards, teachers

Insurance School board, clerk's annual
school meeting report;

Inventory

separate schools

Library Library

Separate schools Separate schools

School districts, equipment

Invoices Supplies

Laws Legal

Legal

Court action

Mandamus proceedings

Legislative

County legislative committee

Bills in legislature

New laws by legislature

Proposed legislation

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Legal Continued)

Opinions

By county attorney

By state's attorney general

By state department of education

School laws

School legislation in other states

Letters

Each item and circular letters

Library

Bulletins

Book inventory in districts

Public school survey

State traveling library

List of officials

County officials

County officials

Mayors

Directories

School boards

School boards

Superintendents and principals

Directories

Teachers

Teachers

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Lodges	Organizations
Lunches	Welfare department
Machines	County superintendent's office
Magazines.	Newspapers and periodicals
Maps	
Blanks of county	
Adjoining counties	
Commissioners' districts	
County	
Highways	
Other counties	
Precincts	
School districts	
State	
Townships	
Transportation routes	Transportation
Transportation zones of school districts	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Mayors, list of in cities	Directories
Mills levied by each school district and unit	Finances, budgets; school boards, clerk's report of annual meeting
Mimeograph used by other offices	County superintendent's office machines
Miscellaneous information sheets	
School districts number blanks	
Model schools	Schools
Monthly reports	Teachers, reports
Moving pictures	
Films	
Machines	
Navy	War department
Newspapers and periodicals	
Clippings	
County newspapers and editors, reporters	
Copy of news sent out	
Magazines	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

National Youth Administration (NYA)

Advisory board and supervisors

Correspondence, general

Reports on allocation of students to each school

Rules and regulations

Schools having NYA out of school projects and vocational

Schools having NYA in school or student aid

Non-resident, non-transferred pupils

Transfers

Norms of pupils who took tests

Tests

Office supplies

County superintendent's
office

Officials

County; state; federal;
directories

Organizations

Alumni associations

American Legion

Awards, certificates to school children

Meetings

Oration

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Organizations continued

Athletics	Activities
Better Business Bureau.	Better Business Bureau
Boy Scouts	
Churches	Churches
Clubs	
Business and Professional Women's Club	
Chamber of Commerce, junior and senior	
Future Farmers of America (FFA)	
4-H Club	County agent
Lions	
Rotary	
School Mothers' Club	
County officers association	
Education associations	
Constitutions	
Committees	
County associations	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Organizations continued)

County superintendent's association

District association

National Education Association (NEA)

Department of school administrators

School masters' club

State Oklahoma Education Association (OEA)

Administrators' department

Legislation

Programs

Reports

Membership in association

Funds sent to and received from state secretary

Fraternalities and sororities

Blue, Blue, Violet

Democrat Fraternity

Kappa Delta Pi

Lodges

Phi Delta Kappa

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Organizations Continued)

Parent teachers associations

Bulletins

Programs

Red Cross

School boards association

Papers and periodicals

Newspapers

Parent Teachers Association (PTA)

Organizations

Pending file

County Superintendent's
office

On School boundaries

School districts

On teachers

Teachers

On school board members

School boards

Political

County superintendent

Post office

County superintendent's
office

Poultry shows

Amount for shows

Exhibit in each budget

Places and dates of fairs in county, schools and state shows

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Programs

<p>Jr. Chamber of Commerce, school program</p> <p>Classroom</p> <p>Parent Teachers Association</p> <p>Radio.</p> <p>School Programs.</p> <p>Teachers</p> <p>Promotions</p> <p>Public speaking, talks</p> <p>Questionnaire</p> <p>Radio - programs</p> <p>Record blanks</p>	<p>Organizations</p> <p>Teachers daily programs</p> <p>Organizations</p> <p>Radio</p> <p>State department, accredited high school applications; and schools</p> <p>Organizations, association and conference programs</p> <p>Schools, model schools; certificates; teachers</p> <p>annual report of each pupil enrolled</p> <p><u>Also</u> Circular letters</p> <p>Specific item; schools, records</p>
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CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
Register sheets for pupils	Supplies
Permanent records	Schools, records
Red Cross	Organizations
Reports	
Accidents to children on busses, to state department	Transportation
Accrediting of schools, to state department	
Elementary.	Schools, accredited
High schools.	Schools, accredited
Apportionments, county superintendent's monthly report to county clerk and county treasurer	County superintendent's office
Better Business Bureau reports on teachers	Better Business Bureau
Books	Books
Books needed, to State Welfare Board	
Books needed, to state department	
Books on hand, to state department	
Compulsory attendance, from teachers and others	Attendance

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
<u>(Reports continued)</u>	
Enumeration of school census to state department	Enumeration
Eighth grade examination	Certificates
Number of tests needed, to state department	
Scores for interpolation, to and from state department	
Pupils who passed, made to state department and teachers	
Financial, teachers, part II to state department	Financial
Majority	
Minority	
First week's report of teachers to county superintendent	County superintendent's office
Homestead exemption	State department, aid
Funds apportioned to each district, by state department	
Funds received for each district, from state department	
Notice of funds received, sent to clerks	
Report of valuation in each district, to state department	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Reports continued)

Independent and high school districts to state

department, part I and II.

Schools, accredited

Isolation for primary and secondary aid to state

department

State department, primary,
secondary aid

Jeans teachers for negro supervisor, to state

department

Separate schools

Amount of contract salary

Monthly report to rural school supervisor

Majority white

Financial and statistical,
parts I and II

Minority separate (negro)

Financial and statistical,
parts I and II

Model schools

Schools, model schools

Accredited schools, to state department

Model schools, to state department

Preliminary test scores, to state department

Score cards needed, to state department

Tests needed, to state department

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Reports continued)

National Youth Administration, report on allocation to schools	NYA
Non-resident, non-transfer, to state department	Transfer of pupils
Oklahoma educational directory, report of superintendents and principals, to state department.	State department
Report of membership in Oklahoma Education Association of county, to state OEA secretary	Organizations
Personnel of teachers, to state department	Teachers
Primary aid	State department, aid
Applications to state department	
Isolation to state department	
Amount of money awarded each district	
Amount reported to clerks	
Amount of money received	
Amount reported to clerks	
Supplementary apportionments, amount from state	
Supplementary apportionment, amount reported to clerks	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Reports continued)

Pupils enrolled, complete data of each

School boards School boards

Clerk's report of annual election, to county
superintendent

Clerk's report of warrants issued, to county
superintendent

Report of school board members, to state
department, April 1

Schools with split terms, to state department

Secondary aid State department, aid

Applications to state department

Application for additional teacher

Isolation

Amount of money awarded each district

Amount of money awards reported to clerks

Amount of money received

Amount of money received and reported to clerks

Report on finances by forms as 36R4, 36R12

Length of term of secondary aid districts, to state

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Reports continued)

Statistical, part I, to state department	Reports, majority, minority
Teachers certificates	Certificates
Candidates' papers who took examination, to state department	
Number of tests needed, to state department	
Examination fees, to county treasurer	
Examination fees, to state department	
Examination fees, to state treasurer	
Grades made by candidates, from state department	
Teachers	Teachers
Annual report to county superintendent and to state department	
Annual report giving complete data of each pupil enrolled, by teacher	
First week's report to county superintendent	County superintendent's office
Monthly or six weeks' report to county superintendent	Teachers

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Reports continued)

Transfer report of Transfers

Attendance of transferred pupils by receiving

districts, to state department

Attendance of transferred pupils to county super-

intendent, to sending districts, and to county

treasure, by receiving districts

Non-resident, non-transferred pupils, to state department

Pupils who have moved into non-high school districts

since expiration of time to apply for transfers, to

state department

Schools and superintendents where transportation is

maintained, to state department

Transportation reports Transportation

Consolidated and union graded districts, to state

department

Examination of busses by state officials

Independent districts

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Reports continued)

Number of bus routes and location of children, to
state department

School children bus accidents, to state department

Vocational agriculture, to Federal vocational department

Separate schools

Works progress administration. WPA

Report on adult teaching, to WPA

Report on music teaching, to WPA

Welfare department Welfare department,

reports

Reports on number of hot lunches needed, to welfare

Report on number of books needed, to welfare

Report on clothing needed, to welfare

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Gross-Reference

Safety programs	State department, highway
School funds	Finances
Schools	
Accrediting	
Elementary	Schools, model schools
High schools	State department, high schools
Aid-Federal and state	Finances
Beautification of schools	<u>Also</u> Separate schools
Rules for contest	
Winners	
Buildings	Buildings
Bus drivers	Separate schools, transportation; and state department, highway safety
Census	Enumeration
Conventions	Organizations and programs
Data on Creek County schools, summarized	
Dates, schools open, out, split terms	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Schools continued

Districts in county, list of

School districts; also School board and teachers' lists

Educational week

Education

Eighth grade examination

Certificates

Federal legislation

Federal departments; finances; vocational

Model schools

Accredited reply slips

Accredited schools

Non-accredited schools

Application for accrediting by teachers

Blanks - score cards

Bulletins

Also Bulletins

Norms of tests

Primary outcomes

Schools, model reports

Reports to state department

Accredited schools

Model schools

CLASSIFICATION OF DOCUMENTS

Cross-Reference

Groups and Sub-Divisions of Documents

(Schools continued)

Schools scored	
Pupil test scores	
Primary outcome scores	
Preliminary test scores	
Score cards needed, number	
Tests needed, number	
Rules and regulations	
Tests	<u>Also Tests</u>
Copies of accrediting tests	
Number ordered	Schools, model, reports
Pupils papers by districts	
Pupils scores	Schools, model, reports
Pupils promoted	Certificates
Programs	
Records	<u>Also See specific item</u>
Eighth grade examinations	Certificates, records, pro-
	motions recorded, schools

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Schools continued)

Promotion, pupils promotion recorded in seventh and eighth grade examinations	<u>Also Certificates</u>
School promotion at end of year	Teachers, annual report, record of each pupil
Sample of records	
Schedules of classes	
High schools	Schools, accredited applications
Grade schools	Teachers' programs
Sites	Buildings
Supplies	Supplies
Vacancies for teaching	Teachers
School Boards	
Annual school meeting	
Annual election pack	
Ballots for election	
Building fund procedure	
Clerk's report of annual election	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Division of Documents

Cross-Reference

(School boards continued)

Letters to school boards and patrons by
 County superintendent and state superintendent

Association of school boards Organizations

Blanks

Clerk's record book of warrants issued

Clerk's warrant book

Board members

Inquiry for school board member list

List of board members

Petitions

Resignations, vacancies, recommended and appointed

Clerk's report of warrants issued for year

Conferences

Contracts

With auditor

Finances, auditor

With teachers.

Teachers, contracts

Correspondence

Each district number

Estimate of needs for fiscal year

Finances

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(School boards continued)

Reports

School board membership, to state department

School board membership, to county treasurer
and county clerk

Changes in clerk and director membership, to county clerk
and county treasurer

School levies by districts to auditor, county clerk,
and excise board

School Budgets

Finances

School Districts

Area

Original boundary books;

Original boundaries

Budgets, 1937-39;

Primary aid report, 1936-37

Boundary changes

Petition to change boundaries

Twenty day notice

Notice to clerks, assessor, and county clerk

Petition to form new districts

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(School districts continued)

Kinds of district organizations

Common

Consolidated common

Consolidated independent

Dependent separate

Dependent white

Independent separate

Independent white

Joint common

Joint independent

Majority white

Minority separate

Majority separate

Minority white

Union graded common

Union graded independent

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(School districts continued)

Independent districts

Budgets Finances

Reports

Accrediting Also State department

Attendance Also Attendance

Transferred pupils Also Transfers

Financial, part II Also Finances

Non-residence, non-transfer Transfers

Statistical, part I. Also Attendance

Transportation Transportation

Teachers' list Also Teachers

Location of each district School districts

Maps of districts. Maps

Numbers and names of districts School boards; teachers,
lists

School election School boards, annual
school meeting

School laws Legal

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
School masters' club	Organizations
Scouts	Organizations
Separate schools	
Activities	
Beautification contest	
Buildings	
New	
Repairs	
Plans	
Bulletins	
Bus drivers	Transportation
Correspondence - general	
Educators	
Doctor Arthur D. Wright	
Eighth grade graduates	Separate schools, graduates
Finances	
Budgets	
Budget work sheets	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Separate schools continued)

Estimated needs

Buildings

Maintenance

Teachers' salaries

County budget

Dependent district budgets

Independent district budgets

Claims

Blanks

Claims for services

Assigned claims

Encumbrance record of warrants issued

Funds

Cash building on insurance

Encumbrance record of funds on hand

Indian, freedmen, tuition fund

Jeans teacher

Transfer of funds

Vocational, Federal

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Separate schools continued)

Warrants	
Graduates	<u>Also</u> Certificates
By eighth grade examination	
By eighth grade accredited tests	
High schools	
Programs of graduations	
Insurance	
Cash insurance fund	Finances
Policies	
Inventory of equipment in districts	<u>Also</u> Inventory and library
Library	
Maintenance	Finances, budgets
Model schools	
Accredited	
Non-accredited	
Test scores of pupils	
Reports	
Supervisor	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Separate schools continued)

Supplies Also Supplies

Checked to teachers

Cost list

Needed

Purchase orders

Teachers

Applications

Contracts

Inquiry

Lists

Dependent

Independent

Petitions

Salaries

Recommendations

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Separate schools continued)

Transportation

Bus drivers

Applications

Contracts

Drivers daily and monthly reports

Recommendations and petitions

Titles to busses

School bus contracts

School bus regulations Also Highway Safety Department

Transporting children

Warrants Finances

Inquiry of teachers finances Teachers

Wells

Contracts for drilling

Needed to be drilled or cleaned

Wood contracts

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

State Department of Education

Aid

Homestead exemption loss

Education report

Funds apportioned to each district

Funds received from state

Funds sent to clerks

Regulations

Primary Aid

Applications

Application blanks

Districts approved

Funds received from state

Funds sent to clerks

Non-resident, non-transferred deductions in attendance

Rules and regulations

Schools isolated

Schools not isolated

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(State Department of Education continued)

Secondary Aid

Applications

Applications for additional teachers

Application blanks

Blanks for isolation for high school

Districts approved for secondary aid

Funds received from state

Funds sent to clerks

Maintenance

Report of length of term

State department, reports

Rules and regulations

Schools isolated

Worksheets - minimum program

Bulletins

Bulletins

Circulars from state department

Also Circulars

Conference notes

State department, seminar

Curriculum

Curriculum

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(State Department of Education continued)

Examinations	Certificates
Health	Health
High Schools	<u>Also</u> Independent districts
Accredited	
Accrediting applications	
Inspector's report	
Highway safety department	
Bus regulations	<u>Also</u> Transportation
Report of inspection of busses	<u>Also</u> Transportation
Safety regulations	
Legal.	Legal
Opinions	Legal
Planning department	Buildings
Reports	
Statistical, part I	Teachers, annual consolidated
Majority	
Minority	
Rural school supervisors	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(State Department of Education continued)

Seminar, annual meeting at state capitol

State officials

Directory

Also Directories

State election board

Elections

State inspector and examiner

State representatives

State senators

State superintendent

Letters to school boards and patrons on annual

meeting

School boards, annual

State Board of Public Welfare

school meeting
Welfare department

State norms of tests

Tests

State Superintendent

State department, state
officials

State teachers examinations.

Certificates

State textbooks

Books

-S-

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

State traveling library	Library
State inspector and examiner	State department, state officials
State planning board	Buildings
State prison	
State department of public safety	State department, highway safety department
Sunday schools	Churches
Supervisor	
Supervision aids	<u>Also</u> Devices
Supplies	
Checked to teachers	
Companies	
Cost lists	
County superintendent's office	County superintendent's office
Dependent schools	
Elementary or grade schools	
Grade cards	
Register sheets	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Supplies Continued)

High schools	
Grade cards	
Register sheets	
Independent schools	
Inventories	Inventory
Invoice of supplies needed	
Purchase orders	
Blank books	
Orders placed	
Requested by teachers	
School boards	<u>Also</u> School boards
Separate schools	Separate schools
Supplementary apportionments	Finances
Sympathy cards	County superintendent, personal
Taxes	
Amount of levy in each taxing unit	Finances, also county
Delinquent tax list	treasurer

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Taxes Continued)

Income tax

Blanks

Copies

Tax levy for taxing units by excise board Finances

Tax list

Teachers

Annual reports Teacher, reports

Applications

New, this year

Old, hold open

Better Business Bureau reports on teachers Better Business Bureau

Certificates Certificates

Conferences Organizations and zone meetings

Contracts

For present year

Resignations and fired

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Teachers continued)

Daily programs of classes

Examinations for certificates

Certificates

Inquiry about teachers

Also Better Business Bureau

List of teachers out of county

List of teachers hired by school boards

Personnel data of each teacher.

Also Teachers, contracts

Age

College education

Experience in teaching

State department number

Other personnel data

Rating scales for teachers

Recommendations

References

Reply slips on closing date of school

Schools, dates

Resignations - resigned, fired

Teachers, contracts

Retirement

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Teachers continued)

Reports

Personnel of teachers, to state department

Teachers' annual consolidated - statistical, part I,
to state department, both majority and minority

Teachers' annual report of attendance Also Statistical, part I

Teachers' first week of school

Teachers' monthly or six weeks of attendance

Teachers' annual report giving complete data of
each pupil enrolled

Salary study

Substitutes

Supervision Supervision

Supplies Supplies

Transcripts

Vacancies in districts, for teachers

Zone meetings Conferences

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Teaching

Devices

Devices

Supervisory helps

Supervision

Tests

Accredited tests

Also Schools, model schools

Companies

Norms

Types and kinds of tests with instructions on how
to administer

Township platts

Maps

Transcripts

Teachers

Transfers

Appeals to court from decision of county superintendent
and board of county commissioners

Attendance report of transferred pupils by receiving
district superintendent to county superintendent,
county treasurer, and clerk of sending district

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
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(Transfers continued)

Attendance report by receiving districts to state
department of pupils transferred

Changes in transportation zones and districts

Estimated income from transfers, receiving districts

Exhibit in budget on amount
of estimated income from
transfer fees

Fees

Estimated per capita cost for transfers

Exhibit in budget on per
capita cost of pupils
transferred.

Also Per capita costs on re-
port of pupils transferred,
as made by county superin-
tendent to county clerk and
county treasurer on July 1

Paid by district

Exhibit in budget of next
fiscal year, and county
treasurer's cash record
book

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Division of Documents

Cross-Reference

(Transfers continued)

Paid by state	Exhibit in budgets of next fiscal year. Also write state department when secondary aid schools are concerned, since state pays their transfer fees
Maps of district zones.	<u>Also</u> Maps
Non-resident, non-transferred pupils, report to state department	
Number of pupils received by transfer	Exhibit in budget on number of pupils transferred
Number transferred from district	Exhibit in budget on number of pupils transferred
Out of county transfers	
Sending	
Receiving	
Pupils who moved into non-high school districts after expiration time to apply for transfers	
List of pupils from each district	
Report to state department on pupils who move	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Transfers continued)

Procedure to transfer pupils

1. Applications for transfer made by parents
(List blanks after each numbered item in index)
2. Notice of applications sent to clerks of sending and receiving districts, and to county superintendents when transfers are out of county; together with notice of date of hearing on applications by county superintendent
3. Protests filed by school boards on applications to transfer
4. Notice to schools of sending and receiving districts of pupils transferred by county superintendent
5. Notice to clerks of sending districts of pupils not transferred by county superintendent
6. Appeal to board of county commissioners by parents whose children were not transferred
7. Notice of appeal sent to clerks of receiving and sending districts
8. Notice sent to parents of decision of board of county commissioners on appeals

-T-

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(Transfers Continued)

- 9. Notice sent to clerks of sending and receiving districts of pupils transferred by board of county commissioners
- 10. Notice sent to all parents of pupils transferred
- 11. Report to county clerk and county treasurer of pupils
- 12. Report to state department of pupils transferred from sending to receiving districts

Transfer of funds	Finances
Transportation	<u>Also</u> Separate schools
Blanks	
Busses	
Drivers	
New vehicles purchased	
Routes	
Replacements	
Contracts	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents	Cross-Reference
<u>(Transportation continued)</u>	
Costs	
Districts maintaining transportation	<u>Also</u> Transportation, reports
Maps of zoned transportation districts	Maps
Meetings	
Rules, regulations, laws	<u>Also</u> Legal
Reports	
Examination of buses by state official	
Independent district transportation report to state department	Districts, independent
Consolidated and union grades transportation report to state department	
Maps of bus routes and location of children	
Schools and superintendents where transportation is maintained	
Valuation of school districts	Finances, budgets, valuation
War department	
Army	
Navy	

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

Welfare department.

Books Books

County welfare

Certification of ages of pupils

Clothing

Hot lunches

Report of number needed in each district to State

Welfare Department

Investigators

State welfare

Supervisors

Works Progress Administration (WPA)

General information

Inquiry

Projects

Bookbinding

Building

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Division of Documents

Cross-Reference

(W.P.A. continued)

Canning

Correspondence study

County wide school repair

Education, adult

 Applications

 Blanks

 Rules and regulations

 Teachers

 Teaching reports

Gardening

Hot lunches for schools

Music

 Music teaching reports

Office

School survey

Sanitary toilets

Sewing rooms

CLASSIFICATION OF DOCUMENTS

Groups and Sub-Divisions of Documents

Cross-Reference

(W.P.A. Continued)

Relief

Yearbook

Young Democrats

Organizations, fraternities

Youth

Legislature

Young people's societies

Also Organizations and
churches

-W-X-Y-Z-

Removal of Documents from Active Files

The documents have to be removed from the active files at the close of the fiscal year, in order to facilitate the filing of materials during the ensuing year. When this is not done the new materials have to be placed in one or more receptacles, resulting in confusion of documents. This causes both delay in filing and much worry to the officials, when they have to run through a stack of materials in order to find a needed item. They may, however, provide, by greatly increased labor, a supplementary folder filing system, when office space and finances permit.

Lack of help, space, and finances; together with a desire to secure increased efficiency, usually force the officials to remove the documents, and more especially when officials change. When not done, inefficiency and confusion prevail in filing the documents in the reference files, and still more difficulties are encountered in reporting the data later on. All documents should be arranged in their proper classified groups, by years, with contents, and then bound into volumes. Systematic arrangement is needed in the reference files to enhance pupil and teacher personnel reports for court records and especially retirement of teachers. Again statistical and financial data have to be reported for several years, oftentimes as many as ten.

Reference File Documents Classified

Since the reference files were full of unclassified reference documents in the office in Creek County, covering a period of 30 years, and were stored in almost every shaped container, the idea was conceived to rearrange the documents and bind them into volumes. Two National Youth Administration helpers assisted the deputy county superintendent for over one year in the classification. The procedure was continued for three

months by the two persons on the Works Progress Administration office project. Nearly all reference documents were classified into the groups listed above, ready for the binders; except for the making of contents and listing of pages. The office project ceased at this point, and the deputy county superintendent resigned his position. He, however, will return to the same office on July 1, 1939 to assume the duties of county superintendent, and at that time expects to complete the classification for binding.

Documentary Groups in the Reference Files

The suggestive groups and subdivisions listed above enable the officials to quickly shift the documents to their chronological data, content item places for page numbering and contents making. However, certain groups are most useful from which to obtain data when the documents are arranged and filed in numerical school district order by fiscal years. These include general correspondence to school boards and teachers; accrediting reports of high schools and model schools; resignations and appointments of school board members; clerks' reports of annual school meeting, and of warrants issued; county contest and entries; free textbooks issued; Indian tuition reports; inventories of schools; teachers', truck drivers' and janitors' contracts; teachers' annual reports of progress of individual pupils; teachers' monthly or six weeks statistical reports (place nine or six together in sequence); teachers' annual statistical reports; teachers' daily programs; applications for primary and secondary aid, for isolation of school districts, for homestead exemption loss, for teaching positions, for janitors, truck drivers, for other personnel positions; and for transfer of pupils to other schools.

Certain other reports, accumulative in nature, are found to be more convenient when they are filed in ledger bound volumes, each having a removable back by means of a thumb slide set device. The latest report is inserted on top. They may be bound when enough have been accumulated. The groups include reports of enumeration, teacher personnel, funds from teachers' examinations, cash building funds, part I and II of the annual statistical; and documents pertaining to organizing, detaching, and attaching of territory of school districts.

The organization of the documents into groups and sub-divisions; arranged in place and content order; filed in alphabetical, school district number sequence, and in accumulative record order enable the officials to simplify the filing procedure and the reporting of data. It, furthermore, avoids confusion of documents, and conserves mental energy through speed and accuracy of finding each item quickly when it is needed.

CHAPTER V

COORDINATING IDEAL SET UP

In order that the reader may more clearly understand the working principles of classifying, filing, and finding of documents as presented in the previous chapter, the following concrete illustrations are used for coordinating documentary sources with optimum equipment.

Coding the Active Files

To obtain speed, the officials and novice must know where to look immediately to find the needed item. Therefore, each office may have its active files coded for this purpose. The filing cabinets, irrespective of number, are each lettered, beginning with A and continuing to the end of the alphabet. At this point the coding may be repeated as AA; and if a third series be needed, the coding will continue as AAA. All files, regardless of size and shape, as filing cabinet, secretary's desk, cabinet containing blank forms, cabinet with shelves, and steel safe, are coded with letters.

Each receptacle in each filing cabinet is numbered in consecutive order, beginning with 1. The receptacles include drawers, shelves, boxes and pigeonholes. The legal size filing cabinet will be labeled A-1 on the top drawer, A-2 on the front of the second, A-3 on the third, and A-4 will be labeled on the bottom drawer. If a cabinet containing the blank forms, having as many as 100 receptacles, be given the letter code of H, then the receptacles will be coded H-1, H-2, H-3, and on consecutively to H-100. Shelves and partitioned shelves can be coded in a similar manner.

Coding Groups and Sub-Divisions of Documents

A rapid check through the files of any office will reveal the possible groups of documents to be considered yearly. Each office will, however, contain certain groups as bulletins, county superintendent's office, finances, legal, organizations, reports, school boards, schools, state board of education, teachers, transfers, transportation, and probably separate schools.

In filing documents in the four-drawer filing cabinet, the groups will be arranged in alphabetical order, beginning with the top drawer. Heavy cardboard partitions, each equipped with a metal device, cellophane covered, in which to list the name of the group, are inserted on the right preceding each group of documents. The metal devices should be set at an angle for quick reading. Sub-division partitions, with vertical metal devices on the left side, may be inserted to speed up the locating of each sub-division material. The sub-divisions will be inserted after the labeled groups, in alphabetical order, each in manila folders, labeled, and placed with tabs alternating right and left.

Of the twelve groups listed just above, the first partition to be inserted will be labeled BULLETINS. The first manila folder will be labeled BULLETINS-County Superintendent to School Boards; the second, alternating, folder will be labeled BULLETINS-County Superintendent to Superintendents and Principals; the third folder will be labeled BULLETINS-County Superintendent to Teachers; and other needed sub-divisions may be added, labeled, and inserted in their proper alphabetical order. Under

REPORTS, the first folder will be labeled REPORTS -Enumeration; the second will be labeled REPORTS -Eighth Grade Examinations; and continue as the sub-divisions are needed. The same procedure can be followed in each of the other groups and in their sub-divisions. Also when needed, additional groups and sub-divisions can be inserted in alphabetical order.

The labels are best when made of white bond paper, typewritten, and then cut into strips not less than three-eighths of an inch wide, with a blank space of about one inch both preceding and following the typewritten labels, and glued to the tabs of the manila folders. They can be replaced when titles are no longer needed or the tabs become soiled.

The first word, or words, of each label on the manila folder, indicates the group classification of documents; and the word, or words, following the dash shows the sub-division. For this reason the groups should be written with capital letters and the sub-divisions have only the important letters capitalized. The active file code number can be placed on the end of the tab near the center of the manila folder as A-1. The code figure should be written preferably in pencil, in order to permit the shifting of the folder to another receptacle. The folders in each group can also be numbered in consecutive order, beginning with one, in order to facilitate speed in replacing them in the files. In case a new sub-division has to be inserted after several folders have been numbered, decimals can be used to avoid renumbering. Thus if the official finds that he must insert two folders between numbers five and six, he can list them as 5.1 and 5.2. Such manila folder order numbers of groups, if used, should be placed just below the file code number as A-1.

5.2

The official can speed up the filing of documents by writing the group classification and sub-division in the upper right hand corner of each document, at the time he first reads it; provided, the contents are not properly given in the title as "Teacher's Annual Report" or "In Re: Appointment of School Board." Even with the latter the school district number should be listed in the upper right hand corner. It has been suggested to give each classified group a number similar to the Dewey Library System and the American Architect listing. The official could then write the number instead of the group. The objections to this are that the groups are too numerous to recall all numbers readily and that the service of a filing clerk would be needed with such a detailed system.

Use of Index, Code Numbers, and Cross-Reference

Since the new official and novice are unacquainted with the classified groups of documents and coding system, a procedure must be acquired to facilitate speed and accuracy both in filing and again in finding the documents when they are needed. For this purpose the classified groups and their sub-divisions of documents, with cross-reference, as listed in Chapter III, can be used as an index. To these two columns will be added one for the active file code number and another for the reference file code number. All the sheets should be bound together in book form in alphabetical order.

The official will then write in the active file code number where each document is filed. The active file code number should be listed only in the group classification to which a document belongs, to stimulate the recalling of the correct group. They never should be placed at the cross-references unless particular care is observed to correct all such code

numbers when a group or sub-division is moved to another cabinet or receptacle. Exhibit 2 is a sample of such index. "Activities" are coded, since they form a group. "Annual school meeting" is not coded, since the cross-reference shows that it is grouped with school boards. Therefore, one must turn to the school boards group to find where the file is located which contains the ballots.

The reference file code number is useful especially in transfers, original documents, legal decisions, and rules and regulations. The new official will wisely leave room for the recording of two or more years of reference code numbers; provided the documents are bound. It should contain also the volume, year, and page or title of document where data may be found.

The classified groups and their sub-divisions of documents, as listed in Chapter III, may be used entirely as an index, or items may be omitted or added, depending on the needs of each office. The cross-reference can also be used, added to or omitted. The official must, however, make and list his own active and reference files code numbers which he has determined as most suitable for his office. The receptacle numbers may be most appropriately listed in pencil during the first year the index is used, to avoid marking out numbers or having erasures when a group of folders has to be extended into a new receptacle.

Reference Documents Bound and Coded

Reference documents should be bound and coded in order to facilitate speed in finding data, to preserve original records, and to occupy less

Groups and Sub-Divisions of Documents	Active File Code Number	Reference File Code Number	Cross-Reference See
Activities	A-1	1937, I, 7-56	
Fine arts	A-1	1937, I, 20	
Annual school meeting...			School boards
Contracts			
Bus drivers.....			Transportation
Teachers.....			Teachers
School boards			
Annual school meeting	B-3		
Ballots for			
election.....	B-3	M-5	
Contracts with auditor			Finances, auditor

Exhibit B: Sample of Index for the County Superintendent's Office. The first column lists the group and sub-division classification of documents, while the last indicates the cross-reference. The active file code number is listed only where a document is classified in a groups, never at the cross-reference. The reference file code number should locate especially original documents and the latest copies of reports. This year's fine arts documents are to be found in number A cabinet, in drawer number one, and the most recent data on the same subject are found in the bound reference file of 1937, volume I, on page 20. Ballots for the election are found in cabinet B, drawer 3; and additional ones are in cabinet M, on the fifth shelf. Note that the alphabet and last group of documents are listed at the bottom of each page.

space. Usually the materials are stored in various size and type containers as cabinets, drawers, boxes, pigeonholes, on shelves and floors in different rooms and offices, till finally they are damaged, lost, and even destroyed. This condition forms a serious handicap to efficiency in the office. Loose documents filed in folders in the cabinets are limited in height, for vantage purposes, to the eyes of the various individuals who seek the documents. Bound volumes are compact and can be arranged on shelves from the floor to the ceiling. In addition, they take up the least space of all the efficient methods of preserving documentary records.

The documents should be removed from the active files on the last day of the fiscal year; and, preferably at once, arranged in order with the contents listed for each volume. Again they can be tied into groups with strings or rubber bands, labeled, and completed later for the bindery. The documents should be arranged in alphabetical, group, and chronological order, with the contents appearing first. Notation strips and half sheets can be pasted to adjacent sheets of paper, alternating downward from top to bottom, in order to keep the sheets in a more smooth mass.

Each volume should be about one inch in thickness or more, depending on the cost and length of staples used. Four of the latter are needed and the whole should be covered with a heavy cardboard back, of the marble-board type. At present the binding prices are an average of sixty cents per volume of about one inch in thickness.¹ The volumes can then be numbered

1

Inquire of your local printer, the Motter Binding Company at Muskogee.

and lettered in sequential, alphabetical, chronological order and placed on shelves in the reference files.

Examples of bound volumes and their arrangements may be found at the State Department of Education at Oklahoma City. The volumes of the School House Planning Division, directed by Doctor Haskell Pruett, are an excellent example of complete, detailed documents. The personal correspondence of Doctor H. Conger shows a similar type bound volume. The various yearly reports, from cities and counties are also bound. These are good examples of bound volumes that may be studied for office binding procedure; since they are centrally located in the state, and pertain to our educational system.

CHAPTER VI

SUMMARY AND CONCLUSIONS

This study was begun, primarily, to develop a practical and efficient filing system for the office of the county superintendent of schools. Thousands of documents have to be filed each year, and there are many thousands more, covering periods from thirty to fifty years, that are stored and stacked away in varied types of containers and storerooms in the respective county courthouses in Oklahoma.

A survey of the offices of twelve county superintendents showed that the filing procedure was inadequate for filing and finding documents; that the older courthouse offices were not constructed with a view toward the efficient filing of documents; that the office equipment is old and was designed more for convenience of space rather than efficiency in filing; and that the conditions in the office in Creek County form an average sample of the county offices in Oklahoma.

The purpose of this study was to arrive at the most satisfactory procedure in filing documents for permanency of data, accessibility, economy of space, and durability of materials; for classifying documents into groups and sub-divisions, and the developing of a cross-reference and code system which will insure to a greater degree of accuracy and speed the filing and finding of documents; to point out a satisfactory procedure for binding documents for permanent use; and to promote a uniform filing system of such records in Oklahoma.

The following numbered statements represent the summary and conclusions of the purposes and procedure as previously outlined in this study:

1. A satisfactory procedure in filing documents in the county superintendent's office has been developed by conferences with county superintendents and deputies, a survey of the filing systems in an area of twelve counties in central Oklahoma, and by the procedure being experimentally proved in the office in Creek County, in the handling of over 100,000 documents.
2. By means of the legal size filing cabinet, labeled manila folders, and thumb set device ledger volumes, the documents can be filed daily for accessibility, economy of space, and for speed in locating and reporting the needed data.
3. By means of classifying the documents into groups and sub-divisions, giving each a filing code number, and by making an index and cross-reference to the classified items, a flexible procedure is presented to the inexperienced official in which he can classify the varied documents, file them, and quickly find them again when they are needed.
4. The documents can be preserved for permanency of data, durability of materials used, accessibility, economy of space, and speed in finding the data, when they are bound into volumes at the end of the fiscal year, at a small financial cost.
5. The group classification of documents, coding, index and cross-reference, and binding into volumes will promote a more uniform filing system in educational records in relation to the county superintendent's office and the State Department of Education.
6. The procedure has proved to be a workable system, a satisfactory system, and has been arrived at experimentally in daily and yearly use, including the classifying of over 100,000 documents that were filed over a period of thirty years.

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