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Guide to the

United States Sanitary Commission records. Washington, D.C. archives

1861-1866

MssCol 22261

Compiled by Elizabeth Delmage and Susan P. Waide, July 2013

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Summary

Creator: United States Sanitary Commission

Title: United States Sanitary Commission records. Washington, D.C. archives, 1861-1866

Size: 97.93 linear feet (228 boxes, 23 volumes)

Source: Donated by the United States Sanitary Commission to the Astor Library, 1879

Abstract: The Washington, DC Archives consist of records of USSC offices and departments that were based in Washington: the Central Office, Special Relief Department, Supply Department, Agency for the Purchase of Fresh Hospital Supplies, and Department for the Special Inspection of General Hospitals of the Army. The records of the USSC's Statistical Bureau and Hospital Directory, also located at the Central Office, are arranged separately.

Access: Advance notice required. Apply at <http://www.nypl.org/mssref>.

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Creator history

The Washington DC Archives consist of records of the following offices and departments that were based in Washington: the Central Office, the Special Relief Department, and the Supply Department, as well as the records of two departments which operated for limited periods of time: the Agency for the Purchase of Fresh Hospital Supplies, and the Department of Special Inspection of the General Hospitals of the Army. The records of the USSC's Statistical Bureau and Hospital Directory, also located at the Central Office, are arranged separately.

The USSC's Central Office at 244 F Street served as headquarters for the USSC's general secretary (successively, Frederick Law Olmsted, J. Foster Jenkins, and John S. Blatchford), who served as the head of all USSC working departments and was responsible to the Standing Committee for implementation of their plans, as well as for the associate and assistant secretaries who were responsible for operations in the USSC's Department of the East. (John S. Newberry, associate secretary for the Western Department, technically reported to the General Secretary.) With its proximity

to government and military departments, and closeness to military operations in Virginia, Maryland, and elsewhere, the USSC's Central Office in Washington was a major administrative and communications center for USSC operations, especially in the east. The Central Office was located at 244 F Street from October 1861 to October 1865; prior to October 1861 it was located in rooms at the U.S. Treasury Office, provided by the government.

The Special Relief Department was established and directed by Frederick N. Knapp, Special Relief agent, in 1862. Knapp wanted to lessen the hardships of sick, disabled, exhausted, or discharged soldiers passing through Washington on their way to and from camps, hospitals or their homes. The main priority of the Department was to provide shelter, food, medical care and other assistance to these soldiers in need, as an auxiliary support to the government, with particular attention to the needs of discharged soldiers who were no longer under military authority. Sailors were also assisted. This was done at homes and lodges for soldiers established throughout the Washington area, including Lodge Number 4, which also served as the headquarters of the Special Relief Office. The relatives of servicemen and others temporarily in need were also assisted with lodging, and other services. The Department's other major responsibility was to help soldiers and sailors obtain monies due to them from the government, such as back pay and bounty, and to assist with the correction of any errors found on their military papers which prevented them from obtaining those monies, or a proper discharge from service.

The Supply Department, consisting of a network of storehouses forming the USSC's Supply Depot in Washington, D.C., and administered by USSC officers and staff, served as a major center for the receipt and distribution of supplies for general, field and battlefield relief, both locally and for more distant locations. The Receiving Storehouse received supplies from USSC branches, agencies and aid societies for further distribution; these were processed and distributed to the Army and to USSC locations. The Local Storehouse maintained a stock of supplies transferred to them from the Receiving Storehouse, and issued supplies for Army hospitals and regiments, hospital steamers, USSC locations and others in the Washington, D.C. vicinity.

The Agency for the Purchase of Fresh Hospital Supplies was a special relief service directed by Frederick N. Knapp in Washington from late June 1863 through April 1864. Its mission was to obtain and provide fresh foodstuffs to U.S. Army hospitals in the Washington, D.C. area. From its office in Philadelphia, the Agency was able to purchase these items in greater variety and quality and at a lower cost than was possible in Washington. It extended similar services to Army hospitals at Gettysburg. Army convalescent camps and USSC Homes and Lodges also benefitted from access to these goods.

The Department for the Special Inspection of the General Hospitals of the Army was established in September 1862 and remained in operation until May 1, 1863. This department was located at Washington, but initiated and directed by the USSC's Medical Committee in New York. With the approval of the U.S. Surgeon General, William A. Hammond, it sought to examine the conditions and wants of army hospitals by recruiting physicians to inspect army hospitals throughout the country. With the information gathered from the physicians' inspections, which were forwarded to the Army, the USSC hoped to improve hospital treatment for sick and wounded soldiers.

Sources:

The Papers of Frederick Law Olmsted. Volume IV. Defending the Union: The Civil War and the U.S. Sanitary Commission, 1861-1863. Jane Turner Censor, editor. Baltimore and London: Johns Hopkins University Press, 1986.

Stillé, Charles J. History of the United States Sanitary Commission, being the general report of its work during the war of the rebellion. Philadelphia: J.B. Lippincott & Co., 1866.

Scope and content note

The Washington DC Archives consist of records of the following offices and departments that were based in Washington: the Central Office, the Special Relief Department, and the Supply Department, as well as the records of two departments which operated for limited periods of time: the Agency for the Purchase of Fresh Hospital Supplies, and the Department of Special Inspection of the General Hospitals of the Army.

The USSC's Central Office at 244 F Street served as headquarters for the USSC's general secretary (successively, Frederick Law Olmsted, J. Foster Jenkins, and John S. Blatchford), who served as the head of all USSC working departments, and who was responsible to the Standing Committee for implementation of their plans, as well as for the associate and assistant secretaries who were responsible for operations in the USSC's Department of the East. (John S. Newberry, associate secretary for the Western Department, technically reported to the General Secretary.) With its proximity to government and military departments, and closeness to military operations in Virginia, Maryland, and elsewhere, the USSC's Central Office in Washington was a major administrative and communications center for USSC operations, especially in the east.

Central Office records consist of numbered documents (letters and reports received) from USSC Standing Committee members, officers, relief agents in the field, and branch and agency personnel; military and medical staff; political figures; aid societies; and civilians. Outgoing correspondence is present for general and assistant secretaries, other officers, and clerical and accounting staff. Topics include the collection and distribution of supplies, battlefield relief, USSC procedures, directing and receiving reports from personnel, particularly relief agents, and special relief and administrative matters. Also present are office journals; staff roster and employment records, scrapbooks, and a list of USSC lecturers.

Special Relief Department records shed light on the variety of assistance provided to the large number of soldiers, sailors, and their family members passing through Washington on their way to and from camps, hospitals, or their homes. Materials consist of correspondence, office journals, registers and other materials documenting daily office activities, back pay and bounty and other claim services; the operation of homes and lodges in Washington and Alexandria; and financial and transportation assistance given to soldiers and others in need. Records include questionnaires concerning the future plans of disabled discharged soldiers, compiled from interviews conducted with soldiers at USSC lodges.

Records of the Supply Department include various record books and tabulated summaries of supplies received, issued, shipped and maintained by the Receiving and Local Storehouses of this major USSC depot.

Records of the Agency for the Purchase of Fresh Hospital Supplies, located at Lodge No. 4, consist of correspondence and record books documenting the purchase of fresh vegetables and produce through its Philadelphia office for distribution to army hospitals in Washington, Gettysburg and other locations.

The Department of Special Inspection of the General Hospitals of the Army, initiated by the USSC's Medical Committee but located at the Central Office, operated from 1862-1863. Its records consist of letters, inspection reports, lists, memoranda, and other materials documenting the Department's efforts

to recruit inspectors and perform inspections at various army hospitals.

The records of the USSC's Statistical Bureau and Hospital Directory, also located at 244 F Street, are arranged separately.

Arrangement

The United States Sanitary Commission records. Washington, D.C. archives are organized into the following series:

- I. Central Office, 1861-1866
- II. Special Relief Department, 1862-1866
- III. Supply Department , 1861-1865
- IV. Agency for the Purchase of Fresh Hospital Supplies, 1863-1864
- V. Department of Special Inspection of the General Hospitals of the Army, 1862-1863

Key terms

Names

United States Sanitary Commission

Container list

I. Central Office, 1861-1866

The Central Office of the United States Sanitary Commission, located in Washington, D.C., directed many of its battlefield and supply operations. USSC officers stationed there included the USSC's general secretary, and Eastern Department employees, including associate secretaries, and the assistant secretary, cashier, and chief clerk. Together, these officers were responsible for the daily operations of the USSC in Washington and elsewhere. They delegated work to personnel at other USSC offices and departments; coordinated the receipt, requisition, and transportation of supplies; managed Washington area storehouses; cultivated relationships with military and army hospital personnel; supervised special relief activities; addressed all correspondence received at the office; and attended to financial matters. The Central Office in Washington was located at 244 F Street in Washington, D.C. from October 15, 1861 through October 1865.

The USSC's general secretary and the associate secretaries supervised most of the work from the Central Office. The general secretary was responsible to the Standing Committee for the implementation of its plans and served as the head of all of the working departments of the USSC. All other officers of the Commission received their instructions from the general secretary and were expected to report to him regularly. Frederick Law Olmsted served in this position from June 20, 1861-September 1863, followed by J. Foster Jenkins from October 1863-April 1865, and lastly John S. Blatchford from May 1865 into the 1870s. Olmsted was based mainly in Washington and Alfred J. Bloor, assistant secretary from 1862-September 1864, worked closely with him. Both Jenkins and Blatchford worked from both the Central and New York offices.

The general secretary worked closely with associate secretaries, who were based in the East at Washington, D.C. (the Eastern Department, or Department of the East) and in the West at Louisville, Kentucky (Western Department). Associate secretaries were responsible for the general supervision of regional offices and departments, supply depots, methods of USSC transportation, and special relief services. John S. Newberry served as associate secretary of the West throughout the war and one to two individuals held this position in Washington; all reported to the general secretary. J. Foster Jenkins served as associate secretary of the East from 1862-Apr 1863 concurrently with John H. Douglas, who served from 1862-1864. Frederick N. Knapp was associate secretary, alongside Douglas, from October 1863-December 20, 1864; he also served as the superintendent of the Special Relief Department. Lewis H. Steiner, chief inspector of the Army of the Potomac, served as acting associate secretary of the East from August-October 1863.

The activities of the general secretary and personnel at the Central Office are well documented in their correspondence. Numbered documents, 1861-1865 and copies of letters sent, 1861-1866 by various Central Office employees reflect this office's role as a major communications and operations center for the USSC. Correspondence and telegrams from Standing Committee members to the general secretaries help illuminate executive policies and decision-making, as well as the coordination of resources to support military campaigns in the east. Relief agents' reports to the general secretary and others provide important details on USSC and military operations in war zones. Also present are letters and telegrams received by John Bowne, cashier at the Central Office concerning the financial activities and transactions of the USSC.

The daily activities of associate secretary Knapp and his assistant, William H. Hovey are documented in journals, 1862-1864. Entries generally concern tasks completed such as communications sent and received, arrangement of transportation and supplies, and other

actions that needed Knapp's attention. Also present are memorandum books, which list the tasks that Knapp or Hovey addressed daily. These materials are particularly interesting for the light they shed on relief duties associated with campaigns in Virginia in May-June, 1864.

Central Office records also consist of miscellaneous volumes, which include applications for employment at the USSC, a roster of USSC staff, scrapbooks, and other volumes whose creator or origins remain unclear. Also of note are the closing accounts of the Central Office from 1865 Aug-1866 Mar.

During the fall of 1861, a Document Bureau was established at this office to serve as the main distributor of USSC publications. This bureau relocated to the New York Office at the end of October 1863. In June 1865, the Document Bureau was reorganized and moved back to the Central Office, but later returned to New York at the end of 1865, operating under New York's Historical Bureau until April 1866. All records from this bureau are now part of the New York, N.Y. Archives, New York Office records.

Numbered documents, 1861-1865 and undated

Numbered documents comprise letters, telegrams, and reports received at the Central Office from USSC personnel at other USSC branches, departments, and offices; army personnel; government officials; members of aid societies; and civilians. Documents typically concern the collection, requisition, and distribution of supplies; USSC work in the field; special relief activities; inquiries about individual soldiers; the Commission's procedures and operations; personnel applications, assignments, and activities; and financial matters.

Correspondence received here was immediately opened and endorsed with the date, sender's name, and a brief abstract of its contents by the chief clerk and then forwarded to the relevant USSC officer for action. These letters, telegrams, and reports were later numbered consecutively by year by the USSC's Archive Department and are referred to as numbered documents.

Some of these letters are also noted as being referred to particular USSC departments, such as the Special Relief Department, Hospital Directory, or Army and Navy Claim Agency. In these cases, only a paper place marker with the same endorsement as the original letter remains, since the original document was referred elsewhere. Therefore, many letters are not present due to this referral system and are likely to be found in other USSC record groups.

Numbered documents are itemized in Archive Department registers. See USSC New York, NY Archives (MssCol 22263) IV. Historical Bureau records - Archive Department volumes 6-10.

- | | |
|-------------|--|
| b.1 f.1-30 | #1-260, 1861 May-Aug |
| b.2 f.1-35 | #261-545, 1861 Aug-Sep |
| b.3 f.1-30 | #546-800, 1861 Sep-Oct |
| b.4 f.1-28 | #801-1070, 1861 Oct-Nov |
| b.5 f.1-28 | #1071-1320, 1861 Nov-Dec |
| b.6 f.1-28 | #1321-1571, 1861 various dates and undated |
| b.7 f.1-26 | #1572-1780, 1861 various dates |
| b.8 f.1-28 | #1781-1990, 1861 Oct-Nov |
| b.9 f.1-30 | #1991-2199, 1861 Nov-Dec |
| b.10 f.1-26 | #2200-2382, 1861 various dates and undated |

I. Central Office, 1861-1866 (cont.)

Numbered documents, 1861-1865 and undate... (cont.)

b.11 f.1-24	#2383-2458, 1861 various dates and undated
b.12 f.1-20	#2459-2506, 1861 various dates and undated
b.13 f.1-7	#2507-2540, 1861 various dates and undated
b.14 f.1-24	#1-210, 1862 Jan; 1863 Jan 7
b.15 f.1-20	#211-372, 1862 Jan-Feb
b.16 f.1-19	#373-570, 1862 Feb-Mar
b.17 f.1-21	#571-770, 1862 Mar-Apr
b.18 f.1-21	#771-980, 1862 Apr-May
b.19 f.1-22	#981-1160, 1862 May
b.20 f.1-21	#1161-1340, 1862 May-Jun
b.21 f.1-19	#1341-1510, 1862 Jun
b.22 f.1-27	#1511-1685, 1862 Jun
b.23 f.1-28	#1686-1855, 1862 Jun-Aug
b.24 f.1-23	#1856-2060, 1862 Jun-Aug
b.25 f.1-19	#2061-2240, 1862 Aug-Sep
b.26 f.1-21	#2241-2440, 1862 Sep-Oct
b.27 f.1-21	#2441-2650, 1862 Oct
b.28 f.1-20	#2651-2800, 1862 Oct-Nov
b.29 f.1-21	#2801-3000, 1862 Nov-Dec
b.30 f.1-23	#3001-3191, 1862 Dec
b.31 f.1-21	#3192-3300, 1862 various dates and undated
b.32 f.1-21	#3301-3470, 1862 Jan-Mar
b.33 f.1-22	#3471-3630, 1862 Mar-Jun
b.34 f.1-19	#3631-3820, 1862 Jun-Sep
b.35 f.1-20	#3821-4020, 1862 Sep-Nov
b.36 f.1-18	#4021-4165, 1862 various dates and undated
b.37 f.1-27	#4166-4700, 1862 various dates and undated
b.38 f.1-28	#4701-4788, 1862 Jun-Nov
b.39 f.1-7	#4789-4800, 1862 Nov
b.40 f.1-26	#4801-4806, 1862 various dates and undated
b.41 f.1-20	#1-164, 1863 Jan
b.42 f.1-20	#165-300, 1863 Jan-Feb
b.43 f.1-20	#301-500, 1863 Feb
b.44 f.1-10	#501-600, 1863 Feb
b.45 f.1-20	#601-800, 1863 Feb-Mar
b.46 f.1-10	#801-900, 1863 Mar

I. Central Office, 1861-1866 (cont.)

Numbered documents, 1861-1865 and undate... (cont.)

b.47 f.1-20	#901-1070, 1863 Mar-Apr
b.48 f.1-14	#1071-1200, 1863 Apr
b.228 f.1	#1184A, 1863 Apr
b.228 f.2	#1184B, 1863 Apr
b.49 f.1-20	#1201-1370, 1863 Apr
b.50 f.1-16	#1371-1500, 1863 May
b.51 f.1-20	#1501-1660, 1863 May
b.52 f.1-21	#1661-1800, 1863 May
b.53 f.1-20	#1801-1945, 1863 Jun
b.54 f.1-17	#1946-2100, 1863 Jun
of.1	#1997A, 1863 Jun
b.55 f.1-20	#2101-2240, 1863 Jun-Jul
b.56 f.1-16	#2241-2400, 1863 Jul
b.57 f.1-17	#2401-2560, 1863 Jul
b.58 f.1-14	#2561-2700, 1863 Jul
b.59 f.1-20	#2701-2850, 1863 Jul
b.60 f.1-20	#2850-3000, 1863 Jul
of.2	#2988, 1863 Jul
b.61 f.1-16	#3001-3130, 1863 Jul-Aug
b.62 f.1-17	#3131-3300, 1863 Aug
b.63 f.1-11	#3301-3575, 1863 Aug-Sep
b.64 f.1-11	#3576-3850, 1863 Sep
b.65 f.1-13	#3851-4075, 1863 Sep-Oct
b.66 f.1-10	#4076-4325, 1863 Oct
b.67 f.1-11	#4326-4550, 1863 Oct-Nov
b.68 f.1-12	#4551-4723, 1863 Nov
b.69 f.1-11	#4724-4925, 1863 Dec
b.70 f.1-11	#4926-5175, 1863 Dec
b.71 f.1-10	#5176-5385, 1863 various dates and undated
b.228 f.3	#5349, 1863
b.72 f.1-11	#5386-7099, 1863 various dates and undated
b.73 f.1-5	#7100-7160, 1863 various dates and undated
b.74 f.1-11	#1-210, 1864 Jan
b.75 f.1-10	#211-421, 1864 Jan
b.76 f.1-11	#422-645, 1864 Jan-Feb
of.3	#580, 1864

I. Central Office, 1861-1866 (cont.)

Numbered documents, 1861-1865 and undate... (cont.)

b.77 f.1-10	#646-865, 1864 Feb
b.78 f.1-11	#866-1090, 1864 Mar
b.79 f.1-10	#1091-1305, 1864 Mar-Apr
b.80 f.1-11	#1306-1540, 1864 Apr
b.81 f.1-11	#1541-1800, 1864 Apr-May
b.228 f.4	#1733, 1864 May
b.82 f.1-10	#1801-2010, 1864 May
b.83 f.1-10	#2011-2230, 1864 May
b.84 f.1-10	#2231-2470, 1864 May
b.85 f.1-11	#2471-2740, 1864 May-Jun
b.86 f.1-10	#2471-3020, 1864 Jun
b.87 f.1-11	#3021-3265, 1864 Jun
b.88 f.1-11	#3266-3610, 1864 Jun-Jul
b.89 f.1-11	#3611-3963, 1864 Jul
b.90 f.1-11	#3964-4335, 1864 Jul-Aug
b.91 f.1-12	#4336-4770, 1864 Aug-Sep
b.92 f.1-12	#4771-5160, 1864 Sep
b.93 f.1-11	#5161-5496, 1864 Sep-Oct
b.94 f.1-11	#5497-5870, 1864 Oct-Nov
b.95 f.1-11	#5871-6220, 1864 Nov-Dec
b.96 f.1-11	#6221-6515, 1864 Dec
b.97 f.1-11	#6516-8255, 1864 various dates and undated
b.98 f.1-10	#8256-8665, 1864 various dates and undated
b.99 f.1-9	#8666-8820, 1864 various dates and undated
b.100 f.1-9	#8821-8935, 1864 various dates and undated
b.101 f.1-8	#8936-9047, 1864 various dates and undated
b.102 f.1-27	#1-282, 1865 Jan
b.103 f.1-7	#283-462, 1865 Jan-Feb
b.104 f.1-6	#463-687, 1865 Feb-Mar
b.105 f.1-8	#688-1084, 1865 Mar-Apr
b.106 f.1-8	#1085-1634, 1865 Apr-May
b.107 f.1-6	#1635-2099, 1865 May
b.108 f.1-7	#2100-2435, 1865 Jan, May
b.109 f.1-7	#2436-2750, 1865 Jan-Feb, May-Jun
b.110 f.1-6	#2751-3125, 1865 various dates and undated
b.111 f.1-8	#3126-3550, 1865 various dates and undated

I. Central Office, 1861-1866 (cont.)

Numbered documents, 1861-1865 and undate... (cont.)

- b.112 f.1-8 #3551-3910, 1865 various dates and undated
- b.113 f.1-6 #3911-4210, 1865 Jan-Aug
- b.114 f.1-7 #4211-4500, 1865 Mar-Aug
- b.115 f.1-9 #4501-4825, 1865 various dates and undated
- b.116 f.1-7 #4826-5300, 1865 Aug-Sep
- b.117 f.1-7 #5301-5620, 1865 May-Oct
- b.118 f.1-7 #5621-6071, 1865 various dates and undated
- b.119 f.1-2 #6076-6079, 1865 various dates and undated
- b.120 f.1-7 #6080-6410, 1865 various dates and undated
- b.121 f.1-6 #6411-6458, 1865 various dates and undated
- b.122 f.1-5 #6459-6461, 1865 various dates and undated
- b.122 f.6 Unnumbered documents, 1861, 1863-1865
Letters, reports and other documents, in chronological order, which were not numbered and registered. Notable items include Olmsted's draft resignation letter dated September 1, 1863, and an oath of allegiance to the United States signed by USSC staff in Washington on September 24, 1863.
- b.122 f.7 Closing accounts, 1865 Aug-1866 Mar
Letters and receipts concerning the closing of the Central Office and the distribution of remaining supplies to other aid organizations.

Telegrams received, 1862 Sep-1863 Jul
Telegrams sent to USSC officers and cashiers at the Central Office by USSC personnel, members of the Executive (Standing) Committee, and medical personnel. Telegrams concern business and financial matters, requisitions and distribution of supplies, preparations for and responses to battles, and notices of wounded or deceased soldiers. Items, from a disbound letterbook, are numbered consecutively #1-444, and are in chronological order by month, except telegrams for 1862 Nov-Dec which precede those for 1862 Sep-Oct. An index is also present.
- b.123 f.1 #1-56 , 1862 Nov-Dec
- b.123 f.1-10 #57-367, 1862 Sep-1863 May
- b.124 f.1-3 #368-444, 1863 Jun-Jul
- b.124 f.4 Index

Letters received by John Bowne, 1864 Jan-1865 Jan
Letters and telegrams sent to the cashier, John Bowne, by USSC personnel, members of the Standing Committee, army personnel, the paymaster general, hospital stewards, and civilians. Letters concern the receipt of bank drafts or cash, payments and disbursements, and transactions with USSC offices, including financial staff in New York. Letters addressed to Knapp are also present, these were most likely forwarded to Bowne because they concerned financial matters. All letters are in reverse chronological order; items were disbound from two letterbooks.

1864 Jan 5-Aug 31
Contents 1864 Jan 5-Jun 6 are numbered consecutively 1-145. Letters after this date are unnumbered. An index is present, but only for letters 1-77.
- b.124 f.5-9 Unnumbered, 1864 Jun 1-Aug 31
- b.124 f.10-12 #1-145, 1864 Jan 5-Jun 6

I. Central Office, 1861-1866 (cont.)

Letters received by John Bowne, 1864 Jan... (cont.)

1864 Jan 5-Aug 31 (cont.)

b.124 f.13

Index

b.125 f.1-6

1864 Sep 1-1865 Jan 30

Letters sent, 1861-1866 (Letterpress copybooks)

Copies of letters sent by USSC officers and staff in Washington including Frederick Law Olmsted, general secretary; Alfred J. Bloor, assistant secretary; J. Foster Jenkins, associate secretary and later general secretary; and John Bowne. Letters are typically addressed to USSC personnel at other offices, departments, and branches; government officials; army personnel, members of aid societies, and civilians. Letters concern USSC activities, procedures, and operations, personnel assignments and activities; the collection and distribution of supplies; publication and distribution of USSC documents; and contributions and other financial matters. Volumes contain indexes and all, except the first volume, contain Archive Department registers. These have entries arranged by page number, identifying sender, recipient, date, and USSC-assigned subject (general, supply, special relief, medical, and miscellaneous).

General office, 1861-1864

b.126 v.1

1861 Jun 25-Nov 28

b.126 v.2

1861 Nov 21-1862 Feb 20

b.127 v.1

1862 Feb 21-May 9

b.127 v.2

1862 May 9-Sep 12

b.128 v.1

1862 Sep 12-1863 Jan 24

b.128 v.2

1863 Jan 24-May 19

b.129 v.1

1863 May 19-Sep 19

b.129 v.2

1863 Sep 19-Dec 19

b.130 v.1

1863 Dec 19-1864 Apr 27

b.130 v.2

1864 Apr 27-Sep 19

Alfred J. Bloor, 1861-1864

Copies of letters sent by Bloor, assistant secretary from July 1861-October 1864, to the Standing Committee, USSC personnel, aid societies, army personnel and others. Letters mainly concern the collection and distribution of supplies, and reports to his supervisors. The first two volumes listed below are transcriptions of Bloor's letters found in the first two General Office letterpress copybooks above. Volumes contain indexes as well as additional Archive Department registers.

b.131 f.1

1861 Jul 31-Dec 14

b.131 f.2

1861 Dec 16-1862 Jan 22

b.131 v.1

1863 May 31, Aug 9-1864 Jun 6

b.131 v.2

1864 Apr 30-Oct 31

John H. Douglas and Lewis H. Steiner, 1863-1864

Copies of letters sent by Douglas, associate secretary from 1862-1864, and Steiner, chief inspector for the Army of the Potomac from spring 1863-July 1864. Steiner also served as acting associate secretary in Washington from August to October 1863. Letters were addressed to the Standing Committee, USSC personnel, government officials, and army officers. Letters concern requisitions and transportation of supplies, movements of the army, instructions to relief agents, reports on operations, and personnel matters. Volumes contain indexes as well as additional Archive Department registers.

I. Central Office, 1861-1866 (cont.)

Letters sent, 1861-1866 (cont.)

John H. Douglas and Lewis H. Steine... (cont.)

b.132 v.1 1863 Mar 2- Sep 1

b.132 v.2 1863 Sep 1-1864 May 30

Frederick N. Knapp and William A. Hovey, 1864-1865, 1866

Copies of letters sent by Knapp, associate secretary from 1863 to December 1864 and superintendent of special relief from 1862-1866, and Hovey, assistant to the associate secretary until October 1864 and assistant secretary from October 1864-January 1865. Hovey often wrote on Knapp's behalf. Letters are addressed to the Standing Committee; personnel at USSC offices, departments, and branches; government officials; army personnel; members of aid societies; and merchants. These letters concern instructions to relief agents, organizing and overseeing the USSC's Special Relief Department, USSC activities in the field, the requisition and distribution of supplies, reports, and personnel matters. Volumes contain indexes as well as additional Archive Department registers.

b.132 v.3 1863 Oct 17-1864 Jan 5

b.132 v.4 1863 Dec 31-1864 Feb 27

b.133 v.1 1864 Mar 1-Apr 30

b.133 v.2 1864 May 2-Jul 19

b.133 v.3 1864 Jun 30-Jul 31, Aug 8

b.134 v.1 1864 Jul 1, Aug 1-Sep 23, Oct 6-25

b.134 v.2 1864 Sep 23-Dec 3

b.134 v.3 1864 Nov 26-1865 Jan 26

b.134 v.4 1864 Dec 30-1865 Dec 13, 1866 Jul 2

These letters are written only in Knapp's capacity as superintendent of special relief.

John Bowne and Charles G. Lathrop, 1864-1865

Copies of letters sent by Bowne, cashier from 1862-May 1865, and Charles G. Lathrop, bookkeeper from the New York office who transferred to Washington after Bowne's resignation. Letters are addressed to personnel at various USSC offices, departments, and branches as well as merchants. Letters concern financial matters and accounts. The first volume also includes letters written by various clerks on the behalf of J. Foster Jenkins acknowledging the receipt of letters. Indexes are present in each.

b.135 v.1 1864 Sep 20-1865 Jul 15

b.135 v.2 1865 Feb 3-Nov 3

b.135 v.3 John Y. Culyer and Isaac Harris, 1864 Jun-1865 Nov

Copies of letters sent by Culyer, chief clerk from June 1864-February 1865 and assistant secretary from February 1865-July 1865, and Harris, chief clerk from July-November 1865. Letters are addressed to personnel at USSC offices, departments, and branches; army personnel; members of aid societies; soldiers; and civilians. Letters concern the personal belongings of soldiers, reports to supervisors, and the collection and distribution of supplies. An index is also present.

b.136 v.1 Robert V. Harrison, 1864 Aug-1865 Sep

Copies of letters sent by Harrison, property clerk, to USSC personnel at other offices and locations, army personnel, soldiers, and civilians. Letters concern personal baggage and property of soldiers, and Harrison's accounts with the USSC. An index is also present.

I. Central Office, 1861-1866 (cont.)

Letters sent, 1861-1866 (cont.)

J. Foster Jenkins and George J. Sicard, 1865 Feb-Sep

Copies of letters sent by Jenkins, general secretary, and Sicard, assistant to the general secretary until April-June 1865 and later assistant secretary in July 1865. Letters are addressed to personnel at USSC offices, departments, and branches; army personnel; and civilians. Letters concern general operations, the collection and distribution of supplies, the establishment of local claim agencies, inquiries about individual soldiers, and financial and personnel matters. Most letters in the first volume are from Jenkins until his resignation in April. Sicard often wrote on behalf of the general secretaries (Jenkins until April 1865 and later Blatchford) throughout the second volume. Indexes are present in each.

b.136 v.2 1865 Feb 11-Jun 3

b.136 v.3 1865 Jun 6-Sep 28

John S. Blatchford letters, 1865 Feb-Sep

Copies of letters sent by Blatchford, general secretary beginning in May 1865, to personnel at USSC offices, departments, and branches; soldiers; and civilians. Letters concern financial matters, instructions to relief agents, inquiries about individual soldiers, and general operations. Also includes letters written on his behalf by various clerks. Indexes are present in each volume, except the first one.

b.137 v.1 1865 Feb 1-Apr 20

b.137 v.2 1865 Apr 17-Jun 29

b.137 v.3 1865 Apr 21-Sep 18

b.137 v.4 John S. Blatchford telegrams, 1865 May-1866 Feb

Copies of telegrams sent by Blatchford to the Standing Committee and USSC personnel at various departments and offices. Telegrams concern financial accounts, general operations, and the USSC's work in Texas.

b.137 v.5 J. B. Abbott, 1865 Oct 5-Dec 29

Copies of letters sent by Abbott, chief executive officer from October-December 1865, to USSC personnel, government officials, army officers, soldiers, and civilians. Letters concern the closing down of the office and liquidation of property in Washington and soldier's inquiries about their claims and missing belongings. Some letters were written on Blatchford's behalf.

Letter registers, 1861-1865

b.138 f.1-5 Letters sent, 1861 Dec 5-1865 Sep 31

Daily record of letters and other material mailed or delivered from the Central Office, noting recipient name and address (town and state, or regimental affiliation).

Letters received, 1862 Nov-1865 Apr

Entries, numbered consecutively across four volumes, provide the letter number, name of the sender, where written and date, date received, note as to contents, name or position of USSC staff member if referred elsewhere, and remarks as to actions taken. Numbers pertain to a wartime office numbering system ("C.O." numbers) and bear no relation to the numbers assigned and registered by the Archive Department.

v.1 1862 Nov 3-1863 Aug 31 (#1-2422)

v.2 1863 Aug 31-1864 Apr 23 (#2423-4852)

v.3 1864 Apr 25-Sep 20 (#4853-9826)

v.4 1864 Sep 20-1865 Apr 8 (#9827-12512)

Journals, 1862 Sep-1864 Jun

I. Central Office, 1861-1866 (cont.)

Journals, 1862 Sep-1864 Jun (cont.)

b.139 f.1 1862 Sep 22-Dec 30, 1863 Dec 31
Entries apparently in the hand of J. H. Douglas, 1862 Sep 22-Oct 11; Jenkins, 1862 Oct 13-30, Dec 1-30; and Hovey, 1863 Dec 31, recording day-to-day activities and events at the Central Office. Entries generally concern communications to and from USSC personnel regarding their activities and travels, arrangement of transportation and supplies for relief agents, and other matters.

b.139 f.2 1864 Jan 31-Mar 10; Jul 5-Aug 14
Daily record of activities at the Central Office, particularly those concerning the duties of the associate secretary, and matters noted for his information or action. Journal is kept mainly in the hand of Hovey and others; some entries are by Knapp.

Memorandum books, 1864 Jan-Jun

Daily entry of tasks to be handled either by the associate secretary, Knapp, or his assistant, Hovey. Entries typically concern the management of communications and reports, coordinating staffing and the transportation of supplies, especially for battlefield relief in May and June during Grant's Overland Campaign in Virginia, and other operational matters. Completion of such tasks is often recorded in the journal above.

b.139 f.3 1864 Jan 26-May 11
Also present are listings of those volunteering for battlefield and auxiliary relief work near the James River, providing their names and addresses, with remarks about their experience or recommendations.

b.139 f.4 1864 May 11-Jun 3

Miscellaneous volumes, 1861-1865 and undated

b.139 f.5 Address book, undated
Names and addresses of USSC personnel and others, in alphabetical order by first initial of surname. Also present are listings of boarding houses and USSC suppliers in Washington, DC.

b.139 f.6 Applications for employment, 1865 Jan-Mar
Central Office record of those applying for positions with the USSC. Entries, numbered consecutively in chronological order, provide the application date, name and residence of applicant, position sought, details as to qualifications and recommendations, and may include the name of the person referring the applicant, and staff remarks as to the status of their application.

b.139 f.7 Brigade and division commands with index, undated
First version of the following volume, with edits in pencil, listing Army brigade, division, and regimental commanders. An index for generals, states and named units directs to original page numbers in ink. Revised page numbers in pencil correspond to page numbers in the clean copy below.

b.139 f.8 Brigade and division commands, undated
A clean and corrected copy of the volume above. Names of army surgeons are also listed.

b.139 f.9 Catalogue of books, 1865
List of English books donated by Miss Wallace, Dorothea L. Dix, and others, followed by a list of German titles.

b.139 f.10 Contract book, 1864 Apr-1865 May
Employee contracts with the USSC in Washington, D.C. Completed forms, in duplicate, identify the name of the employee, his or her monthly or weekly pay rate, and position. Each is signed and dated by the named employee.

I. Central Office, 1861-1866 (cont.)

Miscellaneous volumes, 1861-1865 and und... (cont.)

Newspaper records, 1863-1865

Bound inventory forms used to track specific newspaper issues on hand or expected by the Central Office's Newspaper Department. Newspapers were collected from New York City, Boston, Philadelphia, Washington, DC, and other major cities throughout the U.S. Volumes also contain page indexes to titles; some local paper issues pre-date the inventory date.

Records for 1864 and 1865 are paginated separately, with the same title appearing on the identical page number in each year.

b.140 f.1 1863

b.140 f.2 1864-1865

b.140 v.1 Roll book, 1861 Jul 17-Dec 8

Roll book of men of an unidentified regiment, including those assigned to various guard duties. A note states that the volume was found by Olmsted on an unidentified battlefield.

b.140 f.3 Roster, 1864 Nov; 1865 Jan-Mar

Alphabetical index of USSC personnel and departments in Washington, DC and Alexandria, Virginia. Entries for USSC locations and departments also list the staff who worked there, their monthly pay and, occasionally, their position.

Scrapbooks, 1861 May-1865 Feb

Newspaper clippings, in rough chronological order, concerning USSC activities and sanitary fairs, relief for soldiers and prisoners of war, and developments in the war. A few USSC publications are also pasted in.

v.5 1861 May-1863 Nov

v.6 1863 Oct-1865 Feb

b.140 f.4 Travelling missionary agents, 1863

Record of the names, addresses and activities of USSC travelling missionary (canvassing) agents, documenting their travels and speaking engagements in New York, New Jersey, Pennsylvania, Connecticut, Rhode Island, and Massachusetts to garner support for the USSC. Some 1862 engagements are also listed. Volume contains a name index.

b.140 f.5 Wagon clearances, 1864 Aug 1-17

A few entries recording consignments of horse teams and drivers to G.A. Muhleck of the USSC's Department of the Shenandoah at Harpers Ferry by the B & O Rail Road. The volume was sent to L.V. Beebe, USSC quartermaster in Washington, as per attached note of John Culyer, chief clerk at the Central Office.

II. Special Relief Department, 1862-1866

The Special Relief Department was established and directed by Frederick N. Knapp, Special Relief agent, in 1862. Knapp wanted to lessen the hardships of sick, disabled, exhausted, or discharged soldiers passing through Washington on their way to and from camps, hospitals or their homes. The main priority of the Department was to provide shelter, food, medical care and other assistance to these soldiers in need, as an auxiliary support to the government, with particular attention to the needs of discharged soldiers, who were no longer under military authority. Sailors were also assisted. This was done at homes and lodges for soldiers established throughout Washington, including Lodge Number 4 which also served as the headquarters of the Special Relief Office. The relatives of servicemen and others temporarily in need were also assisted. The Department's other major responsibility was to help soldiers and sailors obtain monies due to them from the government, such as back pay and bounty, and to assist with the correction of any errors found on their military papers which prevented them from obtaining those monies, or a proper discharge from service.

Knapp was in charge of all the special relief activities in the USSC. He was assisted by Joseph B. Abbott, chief assistant of special relief, from 1862-October 1865. Abbott oversaw many aspects of the daily activities at the Special Relief Office particularly in assisting soldiers, sailors, and their relatives who were seeking advice, information, and aid in various ways. Abbott was helped by a number of assistants who often wrote letters on his behalf, and who helped with the back pay and bounty process. One of the assistants, William K. Neal acted as the chief assistant of special relief during any of Abbott's absences from the department.

Special Relief Office employees processed applications for aid in collecting back pay, bounty, clothing, and rations; provided reduced transportation fares; handled inquiries on soldiers' condition and whereabouts; and corresponded with numerous individuals and offices. They also extended their relief efforts to Navy sailors and prisoners of war; while referring invalid pension claims and any claims by the relatives of deceased soldiers to the Army and Navy Claim Agency (ANCA). This work is reflected in their correspondence and special relief and claims administration volumes. The Special Relief Department's claim work was fully transferred to ANCA by the end of January, 1866.

The Special Relief Department was able to offer assistance to disabled and discharge soldiers, and others, at various homes and lodges established by the USSC throughout the Washington area. Many of these establishments were located near paymaster's offices or transit centers so that soldiers did not have to travel far to address their pay claims or to find a place to rest. Two of the larger lodges that were in operation for most of the war were the Soldier's Home and Lodge Number 4. The Soldier's Home, simply referred to as the Home, was in operation at 389 H Street from September 10, 1861 to October 12, 1865 and was under the supervision of J. Boylston Clark. At the Home soldiers in need of rest, medical care when unable to reach a hospital, and those delayed in Washington waiting for their discharge papers, were welcome to stay for up to three days. One building of the Home was devoted exclusively to hospital purposes, and was known as the Home Hospital. Records for the Home and the Home Hospital consist of letters sent, admission record books and registers, hospital records, death records, and financial records.

Lodge Number 4, located at 389 H Street. from February 1, 1863-September 1865 was one of the larger lodges besides the Home serving soldiers in Washington. The work performed at this lodge is reflected in registers of admissions, record and register of meals and lodgings, supplies received, and bread and fresh meat rations received. Smaller lodges operated by the Special Relief Department include Lodge Numbers 2, 3, and 5 in Washington, and the Alexandria Lodge found in Alexandria, Virginia. The Department also operated a Home for Nurses in Washington, where hospital nurses and other women in need were offered a place to stay. Record books or admission registers are also present for these smaller lodges.

Special Relief Department records also consist of completed forms and abstracts used to support the USSC's planning and advisement on the creation of post-war sanitarium (an experimental sanitarium for soldiers suffering from various chronic ailments) and other services addressing the needs of discharged soldiers. These forms are referred to as Form K records.

The Special Relief Department was also instrumental in seeing that soldiers under their care made it safely to their homes, northern hospitals, and other destinations. They supplied discharged and disabled men with a means to return home by either acquiring discounted railroad fares or donating the necessary amount. After the war ended, they established a hospital car transport system for sick and wounded soldiers to be monitored by an USSC-employed courier as they traveled to points north and west from Washington. These efforts are detailed in transportation and hospital car transport records.

Financial records of the Department are also present. Of note are Abbott's receipt books for back pay payments forwarded to soldiers and his special relief receipts for money provided to soldiers and others to help pay for transportation and other necessities.

Letters and reports, 1862-1866

Letters received, 1862 Jan-1866 Feb

b.141 f.1-13	1862 Jan-1863 Mar
b.142 f.1-14	1863 Apr-Sep
b.143 f.1-6	1863 Oct-Dec
b.143 f.7	Index, 1863
b.143 f.8-15	1864 Jan-Apr
b.144 f.1-11	1864 May-Jul, and undated
b.145 f.1-14	#1-450, 1864 Jul
b.146 f.1-3	#451-535, 1864 Jul
b.146 f.4-14	#537-920, 1864 Aug
b.147 f.1-10	#921-1254, 1864 Aug
b.147 f.11-15	#1256-1630, 1864 Sep
b.148 f.1-8	#1631-1937, 1864 Sep
b.148 f.9-15	#1938-2175, 1864 Oct

II. Special Relief Department, 1862-1866 (cont.)

Letters and reports, 1862-1866 (cont.)

Letters received, 1862 Jan-1866 Feb (cont.)

b.149 f.1-14	#2177-2620, 1864 Oct
b.150 f.1-13	#2621-2973, 1864 Oct
b.151 f.1-15	#3001-5255, 1864 Nov
b.152 f.1-14	#5256-5738, 1864 Nov
b.153 f.1-15	#5740-6320, 1864 Dec
b.154 f.1-14	#6321-6850, 1864 Dec
b.155 f.1-5	#6851-6991, 1864 Dec
b.155 f.6-14	#6992-7260, 1865 Jan
b.156 f.1-13	#7261-7660, 1865 Jan
b.157 f.1-13	#7661-8078, 1865 Jan
b.158 f.1-15	#8079-8620, 1865 Feb
b.159 f.1-14	#8621-9105, 1865 Feb
b.160 f.1-7	#9106-9308, 1865 Feb
b.160 f.8-14	#9309-9490, 1865 Mar
b.161 f.1-14	#9491-9850, 1865 Mar
b.162 f.1-14	#9851-10260, 1865 Mar
b.163 f.1-14	#10261-10650, 1865 Mar
b.164 f.1-14	#10651-11040, 1865 Apr
b.165 f.1-14	#11041-11450, 1865 Apr
b.166 f.1-7	#11451-11635, 1865 Apr
b.166 f.8-15	#11636-11875, 1865 May
b.167 f.1-15	#11876-12330, 1865 May
b.168 f.1-14	#12331-12809, 1865 May
b.169 f.1-14	#12811-13210, 1865 Jun
b.170 f.1-12	#13211-13630, 1865 Jun
b.171 f.1-13	#13631-134003, 1865 Jun
b.172 f.1-14	#14004-14460, 1865 Jul
b.173 f.1-14	#14461-15004, 1865 Jul
b.174 f.1-15	#15005-15520, 1865 Aug
b.175 f.1-14	#15521-15987, 1865 Aug
b.176 f.1-15	#15988-16470, 1865 Sep
b.177 f.1-5	#16471-16689, 1865 Sep
b.177 f.6-14	#16690-16995, 1865 Oct
b.178 f.1-14	#16996-17405, 1865 Oct
b.179 f.1-15	#17406-17930, 1865 Nov
b.180 f.1-2	#17931-17993, 1865 Nov

II. Special Relief Department, 1862-1866 (cont.)

Letters and reports, 1862-1866 (cont.)

Letters received, 1862 Jan-1866 Feb (cont.)

- b.180 f.3-11 #17994-18343, 1865 Dec
- b.180 f.12-15 #18344-18515, 1866 Jan
- b.181 f.1-3 #18516-18613, 1866 Jan
- b.181 f.4 #18614-18616, 1866 Feb
- b.181 f.5 State agents, 1863
Letters from military state agents asking for assistance on behalf of individual soldiers, usually for reduced transportation fares, clothing, and lodging. Letters are arranged alphabetically by the first initial of the surname endorsed on the letter or the surname of the soldier referred to.
- b.181 f.6 Loose letters, 1862, 1864-1865
Consists of letters regarding the correction of muster rolls for Massachusetts regiments, 1862; and incoming letters, 1864-1865, which were not numbered and registered.
- Registers of numbered letters received, 1864 Jul-1866 Feb
- v.7 1864 Jul 1-1865 Mar 27 (#1-10456)
- v.8 1865 Mar 27-1866 Feb 7 (#10457-18616)
- b.181 f.7 Record of correspondence, 1865 Feb-Jul 29
Entries, in chronological order, consist of transcripts of letters to and from Abbott regarding various claims and USSC business. Some entries also include the number for any related numbered documents filed in letters received.
- Letters sent, 1863 Jan-1866 Jan
Copies of letters sent by Abbott or special relief assistants on his behalf to USSC personnel, army surgeons and officers, government officials, soldiers, civilians, and claim agents. Letters concern back pay and bounty applications, the status of claims, inquiries about particular soldiers, and other relief assistance. Also present are copies of letters which accompanied the forwarding of payments, discharge certificates, or other documentation.
Indexes are present in each volume and are arranged in alphabetical order by the first initial of claimant's or other addressee's surname referred to in the letter.
- b.182 v.1 Letterbook A, 1863 Jan 2-Apr 4
- b.182 v.2 Letterbook B, 1863 Apr 3-Aug 13
- b.182 v.3 Letterbook C, 1863 Aug 14-Dec 17
- b.183 v.1 Letterbook D, 1863 Dec 18-1864 Mar 3
- b.183 v.2 Letterbook E, 1864 Mar 3-May 11
- b.183 v.3 Letterbook F, 1864 May 10-Jun 27
- b.184 v.1 Letterbook G, 1864 Jun 28-Aug 18
- b.184 v.2 Letterbook H, 1864 Aug 16-Sep 28
- b.184 v.3 Letterbook I, 1864 Sep 29-Nov 8
- b.185 v.1 Letterbook K, 1864 Nov 8-Dec 23
- b.185 v.2 Letterbook L, 1864 Dec 23-1865 Jan 30
- b.186 v.1 Letterbook M, 1865 Jan 30-Mar 3
- b.186 v.2 Letterbook N, 1865 Mar 3-Apr 1
- b.186 v.3 Letterbook O, 1865 Apr 1-May 3

II. Special Relief Department, 1862-1866 (cont.)

Letters and reports, 1862-1866 (cont.)

Letters sent, 1863 Jan-1866 Jan (cont.)

- b.187 v.1 Letterbook P, 1865 May 3-Jun 10
- b.187 v.2 Letterbook Q, 1865 Jun 10-Jul 14
- b.187 v.3 Letterbook R, 1865 Jul 14-Aug 15
- b.188 v.1 1865 Aug 16-Sep 29
- b.188 v.2 1865 Sep 29-Nov 10
- b.188 v.3 1865 Nov 10-1866 Jan 15
- b.189 v.1 1866 Jan 17-26

Registers of letters sent, 1863 Mar-1865 Dec

Chronological registers with the names and addresses of recipients; entries correspond to the above copybooks.

- b.189 f.1 1863 Mar 25-1864 Sep 7
- b.189 f.2 1864 Sep 8-1865 Feb 9
- b.189 f.3 1865 Feb 9-Dec 23

Reports, 1863-1865

Reports and letters, in chronological order, from various special relief agents and assistants to Abbott, Knapp, or Neal concerning operations at USSC lodges and special relief offices, mostly Lodge Number 4. Draft reports written by Abbott and Neal are addressed to Knapp or J. H. Douglas, associate secretary, and those by Knapp are addressed to general secretaries, J. Foster Jenkins or John S. Blatchford.

- b.189 f.4 1863 Feb-1864 Jul
- b.189 f.5 Draft reports, 1863 Jul-1865 Jul

Special relief and claims administration, 1862-1866

Daily Journals, 1862 Nov-1866 Jan

Chronological record of soldiers, and occasionally soldiers' relatives or other civilians, seeking special relief assistance. The majority of soldiers were in poor health, needing help in obtaining back pay and bounty, military papers, or transportation. Entries include name, regiment (or residence), description of their circumstances, assistance provided, and the amount of any payments procured or loaned.

- b.190 f.1 Journal A, 1862 Nov 21-Dec 31
- b.190 f.2 Journal B, 1863 Jan 1-Feb 21
- b.190 f.3 Journal C, 1863 Feb 23-Jun 4
- b.190 f.4 Journal D, 1863 Jun 5-1864 Mar 24
- b.190 f.5 Journal E, 1864 Mar 2-Aug 20
- b.191 f.1 Journal F, 1864 Aug 22-Dec 12
- b.191 f.2 Journal G, 1864 Dec 12-1865 Mar 14
- b.191 f.3 Journal H, 1865 Mar 15-Jun 22
- b.191 f.4 Journal I, 1865 June 22-Aug 28
- b.192 v.1 Journal K, 1865 Aug 29 1866 Jan 8

Name index to Daily Journals

In alphabetical order by the first initial of the soldier's surname. Entries direct to the page number of the journal with identical lettering.

II. Special Relief Department, 1862-1866 (cont.)

Special relief and claims administration... (cont.)

Name index to Daily Journals (cont.)

- b.192 f.1 Name index A & B
- b.192 f.2 Name index C
- b.192 f.3 Name index D
- b.192 f.4 Name index E
- b.192 f.5 Name index F
- b.192 f.6 Name index G
- b.192 f.7 Name index H
- b.192 f.8 Name index I
- b.192 f.9 Name index K

Memorandum books, 1862 Dec-1863 Jul

Records of first entry, later recorded formally in the Daily Journals. See also Synopsis of Collections below.

- b.193 v.1-4 1862 Dec 1-1863 Feb 10
- b.193 f.1-2 1863 Feb 11-Jul 8

b.193 f.3 Synopsis of collections and memoranda, 1863 Jan-1866 Jan

Daily, monthly, and yearly totals of the amount of back pay and bounty secured for discharged soldiers, and arrears of pay for soldiers in service. Memoranda entries, 1865 Aug 11-1866 Jan 8 are similar to those in memorandum books above.

Hospital back pay and bounty, 1863-1865

- b.193 f.4-5 Applications, 1864 Apr 5-1865 May 10
Register of applicants for hospital back pay. Entries provide the soldier's name, company, regiment, name and location of hospital, type of form sent regarding the soldier's claim, and remarks concerning the status of the claim or soldier's location.

Journals, 1863 May-1865 Jun

Case entries, in chronological order, provide the name of the hospital, soldier's name, and regimental information. Also noted are details of his military status including pay received or due, hospital stays, and actions taken on his case as to the necessary paperwork. Each journal has a separate index.

Journals 1, 2, and 4 document cases primarily at hospitals in the Washington, D.C. and Alexandria, Virginia area. Journals 3 and 5 document cases outside of the D.C. area including Connecticut, Indiana, Maryland, Massachusetts, New York, Pennsylvania, Rhode Island, and Vermont.

- b.194 f.1 Journal 1, 1863 May 6-26, Oct 3-Nov 23 (#1-260)
- b.194 f.2 Journal 2, 1863 Nov 22-1864 Nov 8 (#261-1429 and unnumbered)
- b.194 f.3 Journal 3, 1864 Apr 10-Nov 30 (#1-829)
- b.194 f.4 Journal 4, 1864 Nov 8-1865 Jul 14
- b.194 f.5 Journal 5, 1864 Dec 3-1865 Jun 2

Name index to Journals

In alphabetical order by the first initial of the soldier's surname. Entries direct to the page number of the journal with identical numbering.

- b.195 f.1 Name index 1
- b.195 f.2 Name index 2

II. Special Relief Department, 1862-1866 (cont.)

Special relief and claims administration... (cont.)

Hospital back pay and bounty, 1863-... (cont.)

Name index to Journals (cont.)

- b.195 f.3 Name index 3
- b.195 f.4 Name index 4
- b.195 f.5 Name index 5
- v.9 Register, 1863 May 6-26, Oct 3-1865 Jul 14
Formal entries of Journals 1-5. Entries provide the date, journal and page references, soldier's name, rank, company, regiment, hospital, remarks and, generally, the date of certificate of surgeon and paymaster, date of approval of certificate, date of delivery of certificate, number of months pay due, and the amount paid to the soldier.
- b.195 f.6 Hospital back pay and transportation record, 1864-1865
Record of hospital back pay payments, 1864 Oct 15-1865 Jul 27, provide hospital back pay journal and page number references, soldier's name, company, regiment, and amount paid. Also, record of transportation provided to discharged and furloughed soldiers at Lodge Number 4, 1864 Mar 9-Jul 19, noting soldier's name, company, regiment, railroad station destination, address, and additional remarks.
- b.195 f.7 Hospital lists, 1863-1864 and undated
Lists of men in hospitals in Washington, D.C., and Baltimore, Maryland having back pay due to them; for many, certificates were not granted.
- b.195 f.8 Letters acknowledging receipt of certificates, 1864 Apr-Aug
Letters from surgeons at army hospitals acknowledging the receipt of hospital back pay certificates for soldiers. Also present are printed form letters sent by Abbott to soldiers notifying them that their certificate was sent to the surgeon in charge at the hospital; the forms were returned to the Department. In chronological order.
- b.196 f.1 Invalid applications for bounty, 1863-1865
Applications forwarded to the Special Relief Department by USSC local claim agents via the Army and Navy Claim Agency. The bulk originated with Henry Greenfield of the Protective War Claim Association of the State of New York. Applications are in alphabetical order by soldier or sailor name. The printed endorsement on the back contains the local agent claim number and the number above in red is the original ANCA office number. The number in the upper right hand corner correlates to numbered entries in the Special Relief Department's Referred Books below.
- Naval claims, 1864 Feb-1865 Oct
Journals recording naval claim applications for prize money, reimbursements such as "bag and hammock" and, occasionally, bounty. Entries, in chronological order, provide the name of claimant if other than sailor, sailor name, rank and ship name, postal address, type of claim and supporting details, actions taken, including additional forms of special relief, and the date and value of claim payment. Volumes include later case notations by ANCA staff. Name indexes are in alphabetical order by the first initial of the sailor's surname. Entries direct to the page number of the register with identical lettering.
- b.196 f.2 Register A, 1864 Feb 26-1865 May 5
- b.196 f.3 Register B, 1865 May 6-1865 Oct 29
- b.196 f.4 Name index to register A
- b.196 f.5 Name index to register B

II. Special Relief Department, 1862-1866 (cont.)

Special relief and claims administration... (cont.)

- v.10 Naval remittances, 1864 Mar 2-1865 Dec 20
Register of remittances to sailors for prize money, back pay, bounty and other claims. Entries, in chronological order, include date, name of claimant, rank, ship name, nature of claim, prizes claimed (name of captured ship), prizes allowed (date claim allowed), amount and date of delivery, post office address of claimant, and remarks, which usually include further delivery or transactional information. Only a few entries refer to claimants related to deceased sailors.
- Prisoner of war claims, 1864-1865
- b.196 f.6 Cases of prisoners of war, 1864 Sep 9-1865 Feb 27
Journal recording actions taken in regard to prisoner of war claims by relatives of deceased soldiers. Entries identify soldier name, regimental information, name and relationship of claimant, and actions taken, such as referrals and the mailing of payment certificates. Many cases were referred to the Department by local agents, with further referral by the Department to the Army Paymaster.
- b.196 f.7 Claims of commutations of rations of prisoners of war, 1864 Dec 2-1865 Nov 18
Journal recording actions taken in regard to prisoner of war claims for commutation of rations. Entries identify soldier name, regimental information, and actions taken. Actions are typically the referral of cases to the Commissary General of Prisoners, and the mailing of payment certificates. Many cases were referred to the Special Relief Department from the USSC office at Annapolis.
- Referred books, 1864-1866
- b.197 f.1 Referred book A, 1864 Mar 16-1865 May 5 (#1-801)
- b.197 f.2 Referred book B, 1865 May 5-1866 Mar 12 (#802-1484)
- v.11 Remittance register, 1863 Jan 1-1866 Jan 8
Record of remittances to soldiers for monies due to them by the government, either claimed on their behalf or obtained through the additional assistance of the Special Relief Department. Claims are primarily for back pay and bounty; transportation to place of enlistment, and other reimbursements are also found. The volume was also used to record the return of soldiers' discharge and other official papers. Entries, in chronological order, provide the date, journal volume and page number (Daily Journals), soldier's name and regimental identification, address (or local agent's name in the case of referrals), remarks, date of payment, to whom delivered, dates of delivery and acknowledgment of receipt, and amount. Remarks briefly identify the claim type and related circumstances, including the deduction of any amounts loaned in advance by the USSC. Later entries and those for pending cases show transfer of claims to ANCA in late January 1866. Although the Department's back pay and bounty journals were transferred to ANCA in late January 1866, those volumes are no longer found in the collection. The Remittance register is the most comprehensive record of back pay and bounty services performed by the Department.
- b.197 f.3-7 Notes of pay secured, 1863 Feb-1865 May
Office notes and lists of the amount of back pay and other payments secured for soldiers, identified by name and regiment. In chronological order.
- b.197 f.8 Orders, 1863
Statements by soldiers authorizing the Special Relief Department to deduct any expenses or loans upon receipt of payments due to them from the government. Arranged in alphabetical order by the first initial of the surname on the endorsement or the surname of the soldier referred to within.

II. Special Relief Department, 1862-1866 (cont.)

Special relief and claims administration... (cont.)

- b.198 f.1 Drafts sent, 1864 Dec-1866 Jan
Record of drafts (checks) forwarded to claimants and others. Entries include the payable name and address, acknowledgment date and name, draft number, and amount.
- Receipts of drafts, 1862-1864
Letters from soldiers and others acknowledging that a bank draft for back pay, travel expenses or other form of relief were received from the Department, or that packages forwarded to them had been received. Letters are in alphabetical order by the first initial of the surname on the endorsement or by the name referred to within. Also present is a chronological index for receipts dated 1864, which is not complete and does not provide access to these documents.
- b.198 f.2-21 1862-1864 Jun
- b.198 f.22 1864 Index
- Certificates, 1861-1864
Certificates, affidavits, powers of attorney, and other documents certifying the identity of a soldier, his service in the Army, admission to a hospital, or discharge from service. Certificates are arranged by the first initial of the surname found on the endorsement or the name of the soldier referred to within. Also present are chronological indexes for certificates dated 1863 and 1864, which are not complete and do not provide access to these documents.
- b.199 f.1-13 1861-1863 Dec
- b.199 f.14 1863 Index
- b.199 f.15-24 1864 Jan-Oct
- b.199 f.25 1864 Index
- b.200 f.1-2 Descriptive lists, 1864
Official army forms detailing the military status, and pay and clothing accounts of an individual soldier, in alphabetical order by soldier's surname.
- b.200 f.3 Loose claim jackets, 1865 and undated
Empty Special Relief Department claim jackets noting back pay and bounty transactions. Similar jackets are found within the claim files of the Army and Navy Claim Agency.
- Homes and Lodges, 1861-1865
- The Home, 1861-1865
Sick and wounded soldiers came to the Home while on furlough, sick leave, or discharged from their regiments. They often stopped here for meals and shelter before returning to their homes, regiments, or being sent to a hospital for further care.
- b.200 v.1 Letters sent, 1863 May 3-1865 Oct 12 (letterpress copybook)
Copies of letters sent to USSC personnel, army officers and surgeons, soldiers, and civilians by J. B. Clark, superintendent of the Home, and his assistants. Letters concern inquiries into a soldier's whereabouts, pay, baggage, or claim status; acknowledgments of furloughs and appointments of USSC agents; forwarding money and personal effects of soldiers to their families; burial orders; death notices; and reports.
- b.200 f.4-6 Roll books, 1862 Apr 21-1863 Feb 14
Entries, in chronological order, include the soldier's name, regiment, and company.
- Admission record books, 1861 Aug-1865 Sep
Volumes used for first entry of admissions. Entries, in chronological order by date of admission, provide the soldier's name, company, regiment, residence, reason for entering the Home, destination, and date of departure. Deaths are also included.

II. Special Relief Department, 1862-1866 (cont.)

Homes and Lodges, 1861-1865 (cont.)

The Home, 1861-1865 (cont.)

Admission record books, 1861 A... (cont.)

- b.201 f.1 1861 Aug 31-Oct 15
Entries for this period are repeated in the volume below with less detail.
- b.201 f.2 1861 Aug 31-1862 Mar 8
Entries after March 8 are for admissions of prisoners released from Richmond, 1861 Dec-1862 Jan 17. Pasted news clippings include a February 22, 1862 list of Union prisoners released from Richmond. Volume begins with a section of cash accounts, 1861 Jul-1862 Feb, for individuals boarding at the Home.
- b.201 f.3 1862 Mar 8-Dec 31
- v.12 1863 Jan 1-1864 Apr 29
- v.13 1864 May 1-Dec 31
- v.14 1865 Jan 1-Sep 30
- Admission registers, 1861 Aug-1864 Dec
 Formal entry of admission records above.
- b.201 f.4 1861 Oct 2-1862 May 6
At end is a list of twelve men released from Richmond October 18, 1861, with descriptions of their injuries at Bull Run.
- v.15 Number 1, 1861 Aug 31-1863 Dec 31
- v.16 Number 2, 1864 Jan 1-Dec 31
- b.201 f.5 Tabulated statements of lodgers, 1861 Oct-1865 Sep
Monthly tabulated summaries of the number of lodgers, including the total number of lodgers for each day, month, and year, as well as daily and monthly averages.
- Home Hospital, 1863-1865
- Admission record books, 1863 Feb-1865 Sep
 Entries provide the soldier's name, rank, regiment, medical condition, name of relative, date of departures and destinations. Deaths are also noted. The first two volumes are arranged in alphabetical order by first letter of soldier surname and thereunder by date of admittance; the last three volumes are arranged in chronological order by date of admittance.
- b.201 v.1 1863 Feb 22-Mar 31
Volume includes miscellaneous accounts at end.
- b.201 f.6 1863 Apr 1-Aug
Records maintained by Henry A. Herder, steward.
- b.201 f.7 1863 Aug -1864 Aug 7
Also present are statistics, 1864 May-Nov, giving the number of permanent and transient patients in the Hospital, and the number of wounds dressed.
- b.201 f.8-9 1864 Aug 1-1865 Sep 25
- b.202 f.1 Admission register, 1863 Feb-1864 Aug 19
 Formal entry of admission records above.
- b.202 f.2-3 Hospital records, 1861 Oct 18-1863 Mar 16
Medical records of sick and wounded soldiers at the Home and Home Hospital, kept by physicians, J. M. Grymes and George A. Blake. Entries, in chronological order, provide the soldiers name, medical condition, and prescribed treatment.

II. Special Relief Department, 1862-1866 (cont.)

Homes and Lodges, 1861-1865 (cont.)

The Home, 1861-1865 (cont.)

b.202 f.4 Death records, 1863 Jan 15-1865 Sep 21
Entries, in chronological order by death date, provide the soldier's name, regiment and company, and remarks concerning their arrival at the Home or Home Hospital, their condition and cause of death, address and name of relatives, and personal effects.

b.228 f.5 Death and interment records, 1864 Mar 5-1865 Sep 21
Bound official forms in duplicate for submission to the Adjutant General's Office of the U.S. Army. Entries, in chronological order by the death date, include the soldier's name, rank, regiment, residence, marital status, cause of death, age, nationality, date of death and burial, and further references and remarks about the deceased. The names within this volume can also be found in the Death records.

Financial records, 1862-1865

b.202 f.5-6 Cash books, 1862 Mar 15-1865 Oct 27

b.202 f.7 Receipt book, 1865 Apr 1-Oct 26
Cash paid out by the Home for expenses, salaries, and some special relief.

Lodge Numbers 2 and 3, 1862-1863

Lodge Number 2 was located on 17th Street between Pennsylvania Avenue and H Street. It was in operation from March 1862 to March 1863. Lodge Number 3 was located on 210 F Street between 14th and 15th Streets (opposite of the Paymaster's office at the corner of 15th and F Street). It was built in early December 1862 and was in operation until early spring 1863, when the Paymaster moved. This building was then used as the local storehouse for the USSC.

b.203 f.1 Admission register, 1862 Sep-1863 Apr
Entries, in chronological order, provide the date of admission, soldier's name, regiment, company, date of discharge, and address. Lodge No. 2, 1862 Sep 1-1863 Mar 17; Lodge No. 3, 1863 Mar 19-Apr 22.

b.203 f.2 Admission register, 1863 Jan-Apr
Entries, in chronological order, provide the date of admission, soldier's name, regiment, company, date of discharge, and address. Lodge No. 2, 1863 Jan 1-Mar 16; Lodge No. 3, 1863 Mar 24-Apr 27.

b.203 f.3 Lodge Number 3 record book, 1862 Dec-1863 Mar
Volume contains store accounts and supplies ordered, 1862 Dec-1863 Jan; number fed at the lodge, 1862 Dec 8-Mar 17; number lodged, 1862 Dec 8-1863 Feb 2 (register of lodgers including date, soldier's name, regiment and company).

Lodge Number 4, 1863-1865

Lodge Number 4 was located at 389 H Street between 13th and 14th Streets, adjacent to the Paymaster's Office. It was opened in February 1863 and consisted of six buildings.

Admission registers, 1863 Apr-1865 Sep

Entries, in chronological order by date of admission, provide soldier's name, company, regiment, address, and further remarks such as whether the soldier was discharged, furloughed, or awaiting for adjustments on their back pay.

b.203 f.4 1863 Apr 18-1864 Oct 22

b.203 v.1 1864 Oct 24 -1865 Sep 22

II. Special Relief Department, 1862-1866 (cont.)

Homes and Lodges, 1861-1865 (cont.)

Lodge Number 4, 1863-1865 (cont.)

- b.203 f.5 Meals and lodgings record book, 1863 Jan 30-1865 Sep 30
Daily tabulated summaries of the amount of meals served to soldiers, sailors, and USSC employees. The number of soldiers entitled to rations and the number of rations drawn for Lodge Numbers 4, 5, and 6 are also tabulated. Also present are supplies received, 1863 Feb and a list of help at the Lodge, 1863 Mar-Oct.
- b.203 f.6 Meals and lodgings register, 1863 Jan 30-1865 Sep 30
Formal register of daily tabulated summaries of the amount of meals served, rations drawn, and number of soldiers lodging each day. Beginning in October 1864, the number of rations drawn for Lodge Number 5 and USSC employees is also included.
Supplies received, 1863 Sep-1864 Oct
Record of accounts for sundry supplies and services, including bread, ice, meat, washing, and salaries of the help. Entries for each account are in chronological order and identify the amount received each day and in some instances the cost.
- b.203 v.2 1863 Sep 9-Nov 27
- b.203 f.7 1863 Dec 1-1864 Oct 22
- b.203 v.3 Fresh meat rations received, 1864 Oct 24-1865 Oct 2
Entries, in chronological order, provide the number of rations of fresh beef and ham drawn and received from the government.
- b.203 v.4 Bread rations received, 1864 Oct 22-1865 Sep 29
Entries, in chronological order, provide the number of rations of bread drawn and received from the government.
- b.204 f.1 Lodge Number 6 record book, 1864 Dec 1-1865 Jul 15
Journal of special relief activities of the lodge, documenting the number of discharged, furloughed, sick, and wounded soldiers assisted, many of whom arrived on steamers from Alexandria and City Point. Lodge Number 6 was located at Maryland Avenue near the railroad station. The lodge provided refreshments, food, clothing, and transportation to the Home, Lodge Number 4, and hospitals if needed.
- b.204 f.2 Home for Nurses admission register, 1863 Dec 26-1865 Sep 22
Entries, in chronological order, provide the woman's name, residence, business (reason for stay), address of friend (soldier), and date of departure. The Home for Nurses was located on G Street near the Special Relief Office. Lodgers typically included nurses, refugees, and visiting mothers, wives, and children of soldiers.
- b.204 f.3 Alexandria Lodge admission register, 1863 Aug 14-1865 Jun 21
Entries, in chronological order, provide the soldier's name, company, regiment, residence, destination, number of meals received, and the daily number of lodgers. Female lodgers are also listed. The Alexandria Lodge was located near the Orange and Alexandria Railroad Station in Alexandria, Virginia, within the stockade near the railroad tract and junction. It was destroyed by fire in June 1865.

II. Special Relief Department, 1862-1866 (cont.)

Form K records, 1863-1865 and undated

Form K records consist of completed forms (returns) and abstracts (tabulated summaries) which were used to support the USSC's planning and advisement on the creation of "sanitaria" and other services addressing the needs of discharged soldiers. Form K is entitled "Returns concerning the Means of Support of Disabled Soldiers - Discharged." The forms, bound in volumes in chronological order, contain brief responses to thirteen questions with remarks, recorded by lodge or rest home staff during interviews with individual soldiers. The bulk were completed at USSC Lodge Number 4.

Questions with responses for each individual are in columnar form, allowing for ten individuals per form. Responses identify the soldier's name, regiment, age, family and dependents, home and property, means of supporting themselves before serving in the Army and their plans for such afterwards, the nature and degree of disability, and whether or not a pension had been applied for. Forms in volumes for 1863 contain consecutive numbering for individuals, 1-2000; forms in volumes for 1864-1865 are numbered by page.

Form K abstracts are tabulated summaries of the information culled from approximately 6000 returns, with breakdowns by age and other categories identified in the returns.

Returns, 1863 May-1865 Jun

b.205 f.1

1863 May 25- Jun 11

Discharged soldiers in Pennsylvania, Massachusetts, and Maryland. These returns were sent to Lodge Number 4.

b.205 f.2-8

1863 May 31-1865 Jun 19

b.205 f.9

Abstracts, undated

Transportation, 1863-1865

b.206 f.1-2

Transportation records, 1863 Apr 16-1865 Oct 26

Chronological record of assistance and funds provided to soldiers, and occasionally soldier's relatives or other civilians, in need of transportation services, who were typically destitute and in need of funds to be able to make the journey home. Entries provide name, regiment or residence, and a description of their circumstances with the amount of money provided.

Hospital car transport records, 1865 May-Aug

Records maintained by USSC couriers responsible for transporting sick and wounded soldiers and on occasion soldier's families, sailors, and attendants for the sick on hospital cars from Washington, D.C. to points north and west. Entries, in chronological order, provide name, company, regiment, state, residence, disease, the soldier's originating point (usually the Home or depot), whether furloughed or discharged, and remarks. Some entries have only the number transported rather than each individual's name. Statistical summaries of transports are also included. The Harrisburg volumes were maintained by two different couriers.

b.206 v.1

Washington, D.C. to New York, New York, 1865 May 17-Jul 31

b.206 v.2

Washington, D.C. to Wheeling, West Virginia, 1865 May 25-Jul 13

b.206 v.3

Washington, D.C. to Harrisburg, Pennsylvania, 1865 May 25- Jul 28

b.206 f.3

Washington, D.C. to Harrisburg, Pennsylvania, 1865 Jun 1-Aug 29

Financial records, 1862-1866

b.206 f.4-5

Cash books, 1864 Jun 1-1865 Oct 31

Special Relief Department cash receipts and disbursements in account with the Central Treasury.

II. Special Relief Department, 1862-1866 (cont.)

Financial records, 1862-1866 (cont.)

J. B. Abbott receipt books, 1863-1866

Signed receipts for cash paid by J. B. Abbott. Back pay receipts are for payments to soldiers; large amounts and occasional references indicate these were for back pay and bounty collected from the government on their behalf. Special relief receipts are for payments to soldiers, their family members, and others to help pay for transportation and other necessities.

Back pay, 1863 Jun-1866 Jan

- b.206 f.6 1863 Jun 30, Oct 1- Nov 6
1863 Jun 30 receipts are for payments of bills.
- b.206 f.7 1863 Dec 1-1865 Jan 21
- b.207 v.1 1865 Jan 23-1866 Jan 20

Special relief, 1863 Mar-1864 Dec

- b.207 f.1 1863 Mar 15-1864 Apr 18
- b.207 v.2 1864 Apr 23-Dec 15
- b.207 f.2 Receipt book, 1865 Apr 1-Oct 31
Receipt stubs for cash issued by the Department to soldiers and others for special relief purposes, especially transportation, as well as Department employee salaries and expenses.

- b.207 f.3 Ware Fund accounts, 1862
Special Relief Department receipts and disbursements in account with the USSC's Ware Fund. Monies were used for transportation and other special relief assistance.

- b.207 f.4 Miscellaneous documents, 1861-1865 and undated
Loose transportation orders and authorizations, circulars, and receipts.

III. Supply Department , 1861-1865

Within the USSC, the term "Supply Department" referred as much to the function as to a particular office or department location. The USSC's supply depot in Washington, D.C., consisting of a network of storehouses, was a major center for the receipt and distribution of supplies for general, field and battlefield relief in the east. One of the USSC's main operational goals was to establish and maintain an efficient system for the collection and distribution of supplies, including hospital supplies, clothing, and food. These supplies, donated by aid societies across the north, were usually shipped to USSC branches, who repacked materials according to type for delivery to major USSC supply depots, based throughout their areas of operation. When necessary, USSC offices purchased supplies from merchants to fill any urgent or special needs. From such depots, the USSC distributed supplies to nearby army hospitals, regiments, and camps, and to USSC departments and relief stations in the field, by land transport and by ship. Storehouses and relief agents played an important role in the receipt and distribution of supplies at the local level, particularly in the field; this sometimes included assistance to other relief organizations' workers, and to individuals in need. Storehouses often assisted USSC and military personnel with storage and shipping services.

Records of the Supply Department include inventories, invoices, daybooks, ledgers, and tabulated summaries of supplies received, issued, and shipped maintained by the storekeepers of the Receiving Storehouse and Local Storehouse and Central Office staff.

On a daily basis, the Receiving Storehouse received invoices and memos listing supplies sent to Washington from various sources. Once boxes and packages of supplies were received, the storekeeper opened all of the boxes to compare the contents against the invoices, sorted supplies for according to type and repacked the supplies if necessary, and assigned a number to the boxes. The receiving storekeeper and his staff of assistants, workmen, and laborers were also responsible for delivering supplies once a requisition approved by one of the USSC secretaries or chief clerk was received. Supplies were typically issued to the local storehouse and other USSC locations, army hospitals and regiments, and steamers for transport.

The Local Storehouse maintained a full stock of supplies on hand by making requests upon the receiving storehouse. The local storekeeper and his staff distributed supplies from their inventory after requisitions were received and approved by one of the USSC secretaries or chief clerk. It fulfilled orders from army hospitals and regiments, hospital steamers, USSC locations, and for individual relief, in the Washington, D.C. vicinity. The storekeeper maintained daybooks where copies of all the supply orders fulfilled daily were documented. This book was transferred to Central Office staff at the end of each day to be posted up into the office's requisition ledgers, which provided a detailed account of all the supplies issued.

Supply Department records also include inventories of supplies received and forwarded at the 6th Street Wharf and registers of personal baggage stored and shipped.

Receiving Storehouse, 1861-1865

Supplies received, 1861-1865

III. Supply Department , 1861-1865 (cont.)

Receiving Storehouse, 1861-1865 (cont.)

Supplies received, 1861-1865 (cont.)

Transit books, 1861 Dec-1865 Aug

Registers maintained by the accountant tracking the daily receipt of packages in Washington. Entries, in chronological order by date of receipt of invoice and numbered consecutively, identify the consignor (typically aid societies and other USSC locations), place of shipment and date, corresponding invoice book page number, package numbers, date of arrival, and remarks.

- v.17 1861 Dec 17-1863 Jun 30 (#1-1358)
- v.18 1863 Jul 3-1865 Aug 5 (#1361-2143)
- b.228 f.6 1865 Aug 6-12 (#2144-2147)

Invoice books, 1861 Aug-1865 Aug

Copies of shipment invoices received from aid societies, USSC branches and offices. The information was entered into these volumes by the accountant as soon as the invoices were collected. When the actual packages arrived, their entries in these volumes were checked off. Entries provide the invoice date, the name of the sender, and the number of packages sent, with a list of their contents. Beginning with Invoice book 3 on December 17, 1863, entries are numbered consecutively and correspond to numbers in the transit books. Invoice books 3 and 4 have separate alphabetical indexes to senders by place and name.

- b.208 f.1 Invoice book 1, 1861 Aug 6-31
Volume also includes an index and a tabulated summary of the supplies received during the month of August; a list of boxes, for regiments and individuals, in care of the USSC at the local storehouse, dated Jul 29-Oct 17 of an unidentified year; and a list of books and documents used by W. E. Bunten to complete a condensed report in 1863-1864.
- v.19 Invoice book 2, 1861 Sep-1863 May
Invoices, 1861 Sep 1- Dec 10. Volume also includes an account of supplies at the Canal Street storehouse (#1-843) and Kibbey's Stables (#1-480) which are also duplicated in Invoice Book 3; a tabulated summary of supplies received, 1862 Sep-Dec; the location of boxes in the stalls at Kibbey's stables; goods ordered and issued for the steamer Elizabeth, 1863 Mar 14-May 18; and supplies received and issued, 1863 Feb 12-May 1.
- b.208 f.2 Invoice book 3, 1861 Dec 2-1862 Mar 25 (#1-420)
- b.208 f.3 Invoice book 4, 1862 Mar 27-Jul 31
#421-658. A Washington Office numbered document (WO 1862 #3366 Amount of stores furnished by the New York Office to the hospital transports) is pasted in the back of this volume.
- b.208 f.4 Invoice book 5, 1862 Oct 23-1863 Jul 30
#898-1392. For entries #659-897 see transit books.
- b.208 f.5 Invoice book 6, 1863 Aug 1-1864 Nov 16 (#1393-1956)
- b.208 f.6 Invoice book 7, 1864 Nov 17-1865 Aug 10 (#1957-2147)

Supplies received, 1862 Oct-1865 Sep

A daily record of packages and boxes of supplies received. Entries list the boxes received (typically identified by the box number assigned by the sender), where the boxes were sent from, and the method of shipment, with occasional remarks as to further forwarding. A more detailed description of a shipment's contents are found within the Invoice books.

- b.209 f.1-2 1862 Oct 1-1865 Sep 19

III. Supply Department , 1861-1865 (cont.)

Receiving Storehouse, 1861-1865 (cont.)

Supplies received, 1861-1865 (cont.)

Supplies received, 1862 Oct-18... (cont.)

b.209 v.1

1863 Feb 4-Aug 31

Rough draft entries of supplies received with duplicate entries from the above two volumes.

b.209 v.2-5

Packages received by express, 1863 Sep 3-1865 Sep 27

Daily record of packages and boxes received by express companies, railroads, and steamers. These packages were typically sent from various USSC offices and branches. Entries identify where the shipments were sent from, the method of shipping, and the number of boxes or items received. Receipts include returns of unused supplies at the end of the war.

b.209 v.6

Packages received, 1863 Apr 14-1864 Sep 1

Chronological record, in the hand of assistant secretary Alfred J. Bloor, listing the names of the consigning aid society or USSC branch or office, and package box numbers, as well as miscellaneous shipments. Volume also includes a record of USSC documents returned, 1863 Jun 24-1864 Feb 8, kept by Richard J. Falconer, assistant document clerk.

b.209 f.3

Hospital supplies received, 1861 Jul-Dec, 1863 Mar 4

Monthly entries of the total number of articles received arranged by type, 1861 Jul-Dec; also present is a list of supplies bought and received on March 4, 1863.

b.209 f.4

Tabular record of hospital supplies received, 1861 Sep 3-Dec 7

Tabular forms, in chronological order, recording the sender and the quantities of hospital supplies received, by type. A separate alphabetical index of senders is also present.

b.209 f.5

Supplies received and on hand, 1862

Various inventories of supplies received and on hand at the receiving storehouse; includes some issues of supplies.

Supplies issued, 1861-1865

Accounts of goods packed, 1861 Dec-1865 Aug

Record books of supplies packed and stored at the receiving storehouse. Entries, in rough chronological order by packing date, identify the number assigned to a box by the storekeeper and the number of identical goods packed in each. These box numbers were referred to when requisitioned supplies, approved by USSC secretaries or the chief clerk, were issued. Further forwarding locations were sometimes noted. Aside from the first two volumes, which are for the Canal Street Storehouse, the other volumes have a location of Kibbey's Stables or are unidentified.

b.210 f.1

1861 Dec-1862 May

Supplies issued, 1861 Dec-1862 Jan, #1-843; also present is a list of goods sent to Mr. Barnard, local storekeeper, 1862 Apr 28-May 5

b.210 f.2

1861 Dec-1862 Jan 1 (#1-842. Draft of the previous volume.)

b.210 f.3

1862 Jan 13-Feb 3 (#1-838)

b.210 f.4

1862 Feb 4-Mar 14 and undated (#839-2412)

b.210 f.5

1862 Jan 13-Feb 21

#1-1238. This volume consists of duplicate entries from the above two volumes.

b.210 f.6

circa 1862-1863 Dec 8

Entries circa 1862-early 1863, #1900-7600, and 1863 May 21-Dec 8, #100-5399 (see below). Some entries from 1863 May 21-Dec 8 are duplicated in the following volume. Volume also includes a list of goods received from the propeller Elizabeth, 1863 Jun 26, and stock sent to the Canal Street storehouse.

III. Supply Department , 1861-1865 (cont.)

Receiving Storehouse, 1861-1865 (cont.)

Supplies issued, 1861-1865 (cont.)

Accounts of goods packed, 186... (cont.)

b.210 f.7 1863 Jul 18-1864 Jun 20
1863 Jul 18-1864 May 21, #2500-10000; 1864 May 22-Jun 20, #1-3199. Also present is a list of private packages left at the receiving storehouse and later sent to the local storehouse or other destinations, 1863 Sep 5-Nov 11.

b.210 f.8 1863 Dec 9-1864 May 21
#5400-10000. Formal entry of part of the above volume. Also present is a list of private baggage kept at the storehouse, 1864 Apr 20.

v.20 1864 May 23-1865 Sep 21
#1-13724. Also present are goods received from City Point, 1865 Jul 1 with entries numbered consecutively #1-1555, and a list of USSC property in the storehouse, 1865 Jul 22.

b.211 f.1 1864 Jun 20-1865 Aug 29
Duplicate entries of #3200-13723 above, and of goods received at City Point #1-1555. Also present is an inventory of Number 1 Loft.

Supplies issued, 1862 Sep-1865 Sep

Chronological record of supplies issued. Rough entries identify recipients, package numbers, and type and quantity of supplies. Recipients are typically the local storehouse, USSC offices, hospitals, army regiments, and steamers for transport. Package numbers correlate to those listed in the accounts of goods packed.

b.211 f.2 1862 Sep 30-1863 Apr 27

b.211 v.1-5 1863 Aug 22-1864 Jul 16

b.211 v.6-9 1864 Oct 1-1865 Sep 28

b.211 v.10-12 Waggoner receipt books, 1863 Feb 7-1864 May 26
Record, in chronological order, of supplies picked up at the receiving storehouse for local delivery, with signatures of recipients.

b.211 v.13 Joseph J. Howard memorandum book, 1863 Feb 14-Aug 28
Rough entries noting the number of boxes issued and recipient, and cash expenses.

Financial records, 1863-1864

Maintained by George Walter, receiving storekeeper.

Cash books, 1863-1865

b.211 v.14 1863 Aug-1864 Oct 21

b.211 f.3 1864 Sep 30-1865 Sep 30

b.211 v.15 Laundry and jelly accounts, 1863 Dec-1864 Sep

Local Storehouse, 1861-1865

Supplies received, 1861-1865

b.212 v.1 Supplies received, 1862 Sep-1863 May
Chronological record of the date, type, and quantity of goods received, 1862 Sep 15-1863 May 12, and expenses, 1862 Nov-1863 May. Also present is a record of supplies received at the receiving storehouse, Jan 24-Mar 8, year unspecified.

b.212 f.1 Requisitions made on receiving storekeeper, 1861 Dec 19-1863 Apr 10
Entries, in chronological order, identify the amount and type of supplies requisitioned by the local storehouse from receiving storehouse locations at Kibbey's Stables and 339 Pennsylvania Avenue.

III. Supply Department , 1861-1865 (cont.)

Local Storehouse, 1861-1865 (cont.)

Supplies received, 1861-1865 (cont.)

- b.212 f.2-3 Supplies received and issued, 1863 May-1865 Sep
Daily record in two columns of the type and quantity of supplies received and issued.
- b.212 f.4 Supplies received and forwarded, 1863 May-Jul, 1865 Feb-Oct
Supplies received from the receiving storehouse, 1865 Feb-Oct, with some items forwarded to the USSC in New York and Texas. Also present are records of supplies received for distribution, 1863 Jun 3-Jul 15 and personal property sent from the local storehouse to the receiving storehouse, 1863 May 4-9.
- b.212 f.5 Supplies received and forwarded, 1863 Oct-1865 Jun
Entries, in chronological order, identify the type and quantity of supplies received from the receiving storehouse, noting their forwarding location or receipt for the local storehouse, 1863 Oct-1864 Dec. Volume also contains the local storehouse cash account with the USSC, 1863 Oct 17-1865 Jun 13, and miscellaneous inventories.

Supplies issued on requisition, 1861-1865

Daybooks, 1861 Jul-1865 Sep

- b.212 f.6-7 1861 Jul 24-1862 Jun 30
- b.212 f.8 1862 Jul 1-Oct 15 (An index is also present.)
- b.213 f.1-2 1862 Oct 16-1863 Nov 14
- v.21 1863 Nov 16-1864 May 31
- v.22 1864 Jun 1-Aug 31
- b.213 f.3-5 1864 Sep 1-1865 Sep 29

Ledgers, 1861 Jul-1865 May

- b.214 f.1 Ledger 1, 1861 Jul 24-1863 May 30
Also present is an index of army regiments listed in the volume.
- b.214 f.2 Ledger 1A, 1862 Apr 18-Jul 31
- b.214 f.3 Ledger 2, 1862 Aug 1-1864 Mar 3
Also includes a list of the dates that particular hospitals were first entered in these ledgers.
- b.214 f.4 Ledger 3, 1862 Dec 1-1864 May 25
- b.214 f.5 Ledger 4, 1864 Apr 7-Aug 31
- b.215 f.1 1865 Jan 2-May 29

6th Street Wharf, 1864

Volumes document supplies received and forwarded at the 6th Street Wharf and 7th Street Storehouse; most supplies were forwarded to City Point. The USSC's Lodge Number 5 was located nearby at 6th and M Streets from January 1863 to July 1865.

- b.215 f.2 Supplies received, 1864 May 29-Jul 19
Invoice book of goods received at the 6th Street Wharf and 7th Street Storehouse, 1864 May 29-Jun 28, and goods packed on steamers for delivery at City Point, 1864 Jun 28-Jul 19.
Entries, in chronological order, identify the containers, quantities and type of supplies. Also present is an invoice of goods on hand at the storehouse on May 31, 1864.

III. Supply Department , 1861-1865 (cont.)

6th Street Wharf, 1864 (cont.)

b.215 f.3

Supplies forwarded, 1864 Jun 1-Jul 29

Invoice book of goods forwarded to the Army of the Potomac, 1864 Jun 1, and goods put on steamers for distribution at City Point and Baltimore, 1864 Jun 28-Jul 29. Entries, in chronological order, identify the containers, quantities and type of supplies. Some of these entries are duplicates from the previous volume.

Storekeeper's statements of supplies issued, 1862-1864

Storekeeper's statements for Washington, D.C. storehouses consist of monthly classified tabulations of supplies issued, and a set of tabulated statements of supplies issued for two categories of hospitals in Washington, D.C. and vicinity as of January 1, 1864. Also present is a consolidated statement of issues from Washington, New York City, and Baltimore for the period April-June 1864; the originating office of this statement is unclear. With the exception of a manuscript table (noted), all tabulations are on the USSC's Storekeeper's Statement forms. Statements are sometimes endorsed as "reports of issues."

This was a generic printed form used at USSC supply depots and other locations, enabling the efficient classified tabulation of types and quantities of stock for the purpose (such as the issue or receipt of supplies) and time period written on the form. Typically, the first two column headings (blank) allow for date entry and the identity (by corporate and/or personal names, and/or locale) of the recipient or sender of supplies. These are followed by printed column headings for each standard type of stock, followed by a heading or headings for miscellaneous stock types not previously given. Rows usually represent a single transaction, with quantities entered under the appropriate stock type heading(s).

The form eventually changed from a vertical to a horizontal orientation during the course of the war. This allowed for the addition of numerous blank column headings to identify distinct stock types not found in printed categories (rather than grouping them under a single miscellaneous heading) for more accurate tabulation. Sheets were either pasted together and/or grouped into sets of sheets to meet record-keeping needs.

Monthly statements, 1862 Sep-1864 May, Jul, and undated

Statements list issues to U.S. hospitals, military units, and convalescent camps; to USSC staff, homes, and field agencies; and for individual relief. Most recipients are in Washington, D.C. or its vicinity, including Alexandria, Virginia and Annapolis, Maryland. Statements from September 1862 through December 1863 are for the Local Storehouse only. Subsequent statements are for multiple unidentified D.C. storehouses. Statements show large issues to the field during the Overland Campaign in the spring and early summer of 1864.

Arrangement of information varies over time. Statements were prepared on a monthly basis, usually broken down into 10 day periods within (1-10, 11-20, 21 to end of month, or tri-monthly). Tabulation methods for subtotals and grand totals of quantities vary. In statements from September 1862 through August 1863, entries are in chronological order by date. The same recipient appears multiple times. Statements from November 1863 through March 1863 attempt to consolidate issues to each recipient into one entry across columns, showing multiple dates and stock type quantities in single cells. Entries are in a rough chronological order by date of the recipient's first transaction.

Statements for May 1864 and undated (possibly June 1864) provide no issuing dates within the month, each statement consisting of sets of sheets which are sometimes numbered. There is one entry for each recipient (listed in no particular order) with gross totals. For the undated statement, recipients are listed in alphabetical order, concluding with Individual Relief and the Army of the Potomac. The statement for July 1864 reverts to the chronological pattern seen in earlier statements.

III. Supply Department , 1861-1865 (cont.)

Storekeeper's statements of supplies iss... (cont.)

Monthly statements, 1862 Sep-1864 ... (cont.)

- b.216 f.1-8 1862 Sep-1863 Apr
Statement for September 1862 includes a consolidated report of issues to hospitals.
- b.217 f.1-9 1863 May-1864 Jan
- b.218 f.1-8 1864 Feb-1864 May, Jul and undated
- Issues to Hospitals in Washington, Georgetown, Alexandria and vicinity to January 1, 1864
Tabulations are for two categories of hospitals in the Washington area: those which had closed prior to January 1, 1864 (mostly smaller hospitals), and those still in existence as of that date.
- b.218 f.9 Amount of goods issued to Hospitals in Washington, Georgetown and Alexandria & vicinity (closed before Jan. 1, 1864) from their opening to January 1st, 1864
Final statement in duplicate, with draft tabulations. Hospitals are in no particular order. Entries include dates of opening and closing of the hospital. Miscellaneous hospital supplies to each hospital are tabulated separately on the same sheet.
- of.4 Issues to hospitals in Washington, Georgetown, Alexandria & vicinity from their opening to January 1, 1864
Hospitals are grouped by location (Washington, Georgetown and Suburban D.C., which included Alexandria, Virginia and Annapolis, Maryland.) Miscellaneous issues to these hospitals are tabulated separately below.
- b.218 f.10 Miscellaneous issues to hospitals in Washington, Georgetown, Alexandria and vicinity from their opening to Jan. 1, 1864
A manuscript table listing miscellaneous stock types in rows; Washington hospital names are identified in column headings in alphabetical order, followed by Georgetown Seminary. This tabulation is presented in two side-by-side segments, separated by a centered set of tabulations for the Convalescent Camp, Alexandria, and Annapolis.
- b.218 f.11 Consolidated statement of issues from Washington, New York City, and Baltimore for 1864 Apr-Jun
- Baggage records, 1862-1865
The Central Office allowed the free use of its storage and shipping services to facilitate the receipt, forwarding and storage of personal baggage, packages, private property and, occasionally, supplies. Military personnel and units, civilians, USSC staff members and others, usually located in the Washington DC area, were able to receive items sent to them in care of the Sanitary Commission. They could also arrange to have the USSC ship items for them from Washington to other locations. The Local Storehouse, working with Receiving Storehouse and Central Office staff, was the main location handling such personal property; they also delivered items locally. "Baggage" records usually include other forms of private property, packages and shipments. Entries typically include name, address, and the type and quantity of items received, held or shipped. Notations as delivery or shipment, costs, and receipt may also be present. Entries in the City delivery receipt book and Private property volumes are in chronological order; those in the remaining volumes are in alphabetical order by first letter of the surname of the recipient, sender or owner.
- b.228 f.7 Baggage received and delivered, 1862 Feb-1863 Sep
- b.215 v.1 Baggage deposited with the USSC, 1864-1865
- b.215 f.4 Baggage sent by express and on hand, 1864 May-1865 Sep
- b.215 v.2 City delivery receipt book, 1864 May-1865 Sep

III. Supply Department , 1861-1865 (cont.)

Baggage records, 1862-1865 (cont.)

- b.215 v.3 Private property, 1863 Jul-1864 Jun
Possibly maintained by Receiving Storehouse staff; also includes notes on supplies and expenses.
- Miscellaneous volumes, 1861-1865 and undated
- b.215 f.5 Supply record book, 1861 Dec-1864 Jan
Record of shipments delivered to or transported from various storehouses, generally in chronological order.
- b.215 f.6 Supply record book, 1862 Jul 28-Oct 19
Entries, in chronological order, list quantity and type of foodstuff.
- b.215 f.7 Supplies on hand at various ports, 1864 Jan-Mar
Tabulated summaries of bedding and hospital furniture, apparel, hospital food and delicacies, and other supplies on hand at the ports in Beaufort, South Carolina; New Bern, North Carolina; New Orleans, Louisiana; and Norfolk, Virginia.
- b.215 v.4 Supplies issued, 1864 Oct 19-1865 Feb 22
Chronological record of supplies issued and delivered by order of Special Relief personnel.
- b.215 f.8 Index of individuals and relief associations, undated
Entries, in alphabetical order by first letter of surname or locale, provide the name and addresses of those who sent supplies to the USSC.
- of.5 Diet Table for General Hospitals, United States Army, October 1862 (Printed broadside)

IV. Agency for the Purchase of Fresh Hospital Supplies, 1863-1864

The Agency for the Purchase of Fresh Hospital Supplies was a special relief service directed by Frederick N. Knapp in Washington from late June 1863 through April 1864. Its mission was to provide fresh hospital supplies of a greater variety and quality at a lower cost than what was currently provided to soldiers in U.S. Army hospitals in the Washington, D.C. area. It also extended these services to Army hospitals at Gettysburg. The USSC, working as an unpaid agent for the Army, purchased market supplies (fresh produce, meat, poultry, and dairy products) at wholesale prices in Philadelphia, for which it was reimbursed, and shipped these perishables to Washington for distribution. This service was also extended to convalescent camps, and USSC Homes and Lodges also benefitted from access to these goods.

This agency operated offices in Washington and Philadelphia. The Washington office, overseen by J. B. Clark, compiled supply orders for Washington area army hospitals and other locations, forwarded the orders to the Philadelphia office for fulfillment, received deliveries from express companies, and distributed the supplies received. The Philadelphia office, under the supervision of Robert P. Woods, purchased supplies at wholesale prices from area merchants, shipped the goods to Washington, and settled accounts with the merchants after receiving payments from the cashiers of the Central Office.

Records of the Agency for the Purchase of Fresh Hospital Supplies consist of correspondence exchanged between the Washington and Philadelphia offices concerning orders for supplies and problems encountered with purchases and deliveries; registers of goods ordered by hospitals, requested from Philadelphia, and delivered to hospitals; monthly tabulations of supplies received and issued; contracts with the Arctic Express Company and Adams Express Company and record books of their freight shipments; and accounting and banking records of the Philadelphia office. Additional financial records are found in the Accounts and Vouchers record group.

Washington office, 1863-1864

Correspondence, 1863 Jun-1864 Apr

- b.219 v.1 Letters sent, 1863 Jun 27-1864 Apr 30
Copies of letters sent by J. B. Clark (or Henry Clay Weaver in his absence) to Frederick N. Knapp and Robert P. Woods concerning market supply orders and shipments.
- b.219 f.1-3 Letters received, 1863 Sep-1864 Feb, Apr
Letters are from personnel at the Philadelphia office concerning supply orders and shipments, problems with the express cars, and invoices.
- b.219 f.4 Telegrams received, 1863 Jun-Oct
Telegrams from the Philadelphia office concerning supply orders and shipments, transportation matters, and invoices.
- b.219 f.5 J. B. Clark draft report, 1863 Dec
Working papers for report of Clark to Knapp, December 31, 1863 found on pages 420-426 in the above letterpress copybook.
- b.219 f.6 Complaints, 1863 Jul-Aug
Letters from hospital surgeons regarding problems with the quality of market supplies received.

IV. Agency for the Purchase of Fresh Hospital... (cont.)

Washington office, 1863-1864 (cont.)

Market supply order records, 1863-1864

Market supply order records consist of two sets of volumes regarding the ordering and delivery of market supplies to hospitals and other institutions, one set of volumes concerning the total goods ordered of R. P. Woods in Philadelphia, and two volumes of supply tabulations.

Market supplies were ordered chiefly by U.S. Army hospitals in Washington, D.C. and its vicinity, but USSC home and lodges, and military camps also used this service. Hospitals placed their orders daily with the Washington office of this agency, reflected in the Goods ordered by hospitals volumes, and expected to receive their orders as soon as possible. Once the requested market supplies were received from Philadelphia, they were delivered to the hospitals, as seen in the Goods delivered to hospitals volumes.

To determine the daily total number of supplies needed, hospital orders were tallied and entered into the volumes for Goods ordered by R. P. Woods. The Washington office sent their orders by telegraph in the morning and later confirmed these orders and additional requests in a letter to Woods later in the day. These volumes typically include the type and quantity of market supplies either ordered or delivered.

b.220 f.1-4 Goods ordered by hospitals, 1863 Jun 28-1864 Apr 30

Goods delivered to hospitals, 1863 Jun-1864 Apr

b.220 f.5-6 1863 Jun 26-Oct 23

b.221 f.1-2 1863 Oct 24-1864 Apr 30

b.221 v.1-2 Goods ordered of R. P. Woods, 1863 Jun 27-Dec 9

b.221 f.3 Amount of hospital supplies received, 1863 Jun-1864 Apr

Monthly tabulations of the amount of market supplies received. March-June 1864 tabulations also include the amount of supplies issued. Also present is a summary of hospital supplies received June 25-December 31, 1863, with expenses, to determine the total cost of delivery of market supplies to hospitals.

b.221 f.4 Hospital supplies received and issued, 1863 Nov-1864 Apr

Monthly tabulated statements arranged by month and then by stock type. The amount lost of a specific supply is also listed.

Freight records, 1863-1864

Incoming freight shipments from Arctic Express Company and Adams Express Company are recorded in three series of volumes now identified by supplied titles. Memorandum books document the initial entry of supplies received by express and give only the type and quantity of supplies received. Record books give the type and quantity of supplies received daily with the total weight of the shipments and freight cost. The Register gives the types and quantities of supplies received daily and the weight and freight cost, as well as tabulated summaries of the amount of freight received and returned monthly, and the amount paid for transportation June 24-December 31, 1864. Shipping contracts consist of letter contracts and a telegram concerning arrangements with the Arctic Express and Adams Express companies.

Memorandum books, 1863 Jun-1864 Apr

b.221 v.3-4 1863 Jun 26-Dec 17

b.221 v.5 1863 Dec 18-1864 Apr 30

Includes miscellaneous entries relating to the Special Relief Department and the Home for April and June 1863.

b.221 v.6-8 Record books, 1863 Jun 25-1864 Apr 30

b.221 f.5 Register, 1863 Jun 25-1864 Apr 30

b.221 f.6 Shipping contracts, 1863 Jun-Sep

IV. Agency for the Purchase of Fresh Hospital... (cont.)

Washington office, 1863-1864 (cont.)

Miscellaneous documents, 1863 Jun-Oct
Loose supply records and a copy of a circular.

Philadelphia office, 1863-1864

Correspondence, 1863 Jun-1864 May

- b.222 f.1 Letters sent, 1863 Jul 10-Nov 2
Copies of letters sent by Woods; Henry S. Crabbe, cashier; and A. T. Wells, purchasing agent; to personnel at the Washington office of the Agency and the Central Office, concerning supply orders and shipments, financial accounts, and expenses. Also present are letters sent to USSC agents at Gettysburg regarding supplies.
- b.222 f.2-12 Letters received, 1863 Jun 29-1864 Apr 25
Letters (disbound from a letterbook) regarding supply orders, goods ordered by telegraph, shipments of market supplies by express, expenses, and instructions from Clark, Weaver, and Central Office cashiers John Bowne, Howard A. Martin, and Joseph H. Wellman. Letters from June 29-August 31 are numbered 1-78 and the remaining letters are unnumbered, all of which are arranged in reverse order. An index of senders in chronological order by letter number only goes up to #58 (August 8, 1863).
- b.222 f.13 Goods ordered by telegraph, 1863 Jun 28-Aug 6, and undated
Copies of supply orders sent by telegraph by Clark and Weaver in Washington. Similar items are also found in the letters above. Market supply orders were typically sent by telegraph in the morning, and a copy of the telegraph order and any other additions to orders were sent by letter later in the day.
- b.222 f.14 Miscellaneous documents, 1863 Sep-1864 May
Loose notes concerning supplies and agency records.
- Account books, 1863-1864
Account books of the Philadelphia office consist of receipt books for cash paid, invoice cash books, cash book and ledger of the office in account with the Central Office, and banking records in account with the Bank of North America, Philadelphia.
- b.223 f.1-4 Receipt books for cash paid, 1863 Jun 24-1864 Apr 30
Manuscript records of payments to suppliers signed by the receiving merchant or farmer.
Invoice cash books, 1863 Jun-1864 Apr
Record of invoices received from merchants and value of same delivered to Washington.
- b.224 f.1 1863 Jun 24-Jul 7
Entries are duplicated in the following volume.
- b.224 v.1 1863 Jun 24-1864 Apr 29
- b.224 f.2 Cash book, 1863 Jun-1864 Apr
v.23 Ledger, 1863 Jul-Oct
- b.225 v.1 Bank book, 1863 Jul 29-1864 May 2
- b.225 f.1-12 Check stub books and cancelled checks, 1863 Jul 29-1864 Apr 10

V. Department of Special Inspection of the General Hospitals of the Army, 1862-1863

The Department for the Special Inspection of the General Hospitals of the Army, located at the Central Office, was established in September 1862 and was in operation until May 1, 1863. This department was initiated and directed by the USSC Medical Committee of W. H. Van Buren, C. R. Agnew, and Wolcott Gibbs to examine the conditions and wants of army general hospitals, acting with the support of the U.S. Surgeon General, William A. Hammond. Henry G. Clark served as the Inspector-in-Chief for the department, based in Washington, D.C., and reported to the Medical Committee. Clark and the Committee sought to recruit reputable physicians, who were available to donate their services for short periods of time, to travel to military hospitals throughout the east and west. Their goal was to report their observations on any operational problems, as well as successes, found in the hospitals' administration or care. In its role as a relatively independent advisor to the Army, the USSC and the Medical Committee hoped these comprehensive inspections, over a limited period of time, would help the Army improve hospital practices and treatment for sick and wounded soldiers.

The records of the Department for the Special Inspection of the General Hospitals of the Army, 1862-1863 consist of letters, inspection reports, lists, memoranda, draft circulars, and printed matter documenting the Department's efforts to recruit inspectors and perform inspections at various army hospitals.

Letters received by Clark are typically from physicians responding to the USSC circular sent during the fall of 1862 seeking their services for special inspections, or from hired inspectors reporting on their activities. Some letters are addressed to Frederick Law Olmsted, to whom applicants and inspectors were initially directed to send their communications.

Letters received by the Medical Committee were addressed to all three members of the Committee or a single member from physicians, inspectors, and Clark reporting on their work or enclosing inspection reports. Letters sent by Clark consist of two letterpress copybooks of letters to Medical Committee members, USSC staff, Surgeon General Hammond, and inspectors concerning inspection reports. Inspection reports are arranged alphabetically by inspector's name and, in some cases, by the army hospital's location as well if more than one report from an inspector is present.

Letters received, 1862 Jan-1863 Dec

b.226 f.1-4 Clark Henry G., 1862 Jan 19-1863 Jul 6, Nov 20-Dec 8

b.226 f.5-7 Medical Committee, 1862 Oct 1-1863 Apr 17, Jun 3

Letters sent, 1862 Oct-1863 Aug

b.226 f.8 Letters sent and inspection reports, 1862 Oct-Nov (Letterpress copybook)
Copies of letters sent, 1862 Oct 15 and undated, to William H. Van Buren and William A. Hammond (p. 7-10); copies of inspection reports for hospitals located in Washington, D.C. and vicinity, 1862 Oct-Nov (p. 11-160). Reports are indexed alphabetically by hospital name.

b.227 f.1 Letters sent, 1862 Oct 19-Jun 6 (Letterpress copybook)

b.227 f.2 Loose letters sent, 1863 Mar 29, Aug 14

Inspection reports, 1862-1863 and undated

V. Department of Special Inspection of the Ge... (cont.)

Inspection reports, 1862-1863 and undated... (cont.)

- b.227 f.3 Gould, Augustus A., 1862 Dec 4
Philadelphia, Pennsylvania and Baltimore, Maryland
Harris, Elisha
- b.227 f.4 Bedloe's Island, New York, undated
- b.227 f.5 Fort Schuyler, New York, 1863 Feb 3
- b.227 f.6 Hodges, Richard M., 1862 Dec 3 (Baltimore, Maryland)
- b.227 f.7 Jacobi, A., 1863 Jan 21 (Albany, New York)
- b.227 f.8 Johnson, H. A., 1863 Apr (Port Royal, South Carolina)
Reid, D. B.
- b.227 f.9 Cincinnati, Ohio, 1863 Feb
- b.227 f.10 Louisville, Kentucky, 1863 Jan-Mar
- b.227 f.11 Nashville, Tennessee, 1863 Feb
- b.227 f.12 St. Louis, Missouri, 1862 Dec-1863 Apr
- b.227 f.13 Immediate Remedies, circa 1863 (manuscript draft)
Reid's manuscript and notes concerning the ventilation of hospitals.
- b.227 f.14 Lists, 1862-1863 Mar
Lists of USSC special inspectors and inspection districts, and U.S. Army medical directors,
inspection districts, and general hospitals.
- b.227 f.15 Memoranda and draft circulars, 1863 Aug and undated
- b.227 f.16 Printed matter, 1862-1863 and undated
Department reports (Sanitary Commission Document No. 56, First Report, 1862; No. 65, Second
Report, 1863); sample Form M (Abstract of reports of the Corps of Special Inspectors); and
circulars.