MANUAL
FOR
DATA RETRIEVAL
TRUST TERRITORY ARCHIVES
INDEXING SYSTEM

Saipan, November 1956
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INTRODUCTION

The Trust Territory Archives Collection contains most of the records of the Trust Territory Administration on Saipan. The gathering of materials and microfilming of documents occurred between 1981 and 1987. In all, some 2,000 rolls of microfilm (16mm and 35mm), nearly 20,000 print photographs, audio and video tapes, slides and movies were assembled by the Archives Project.

Two master sets of microfilm exist: One in the Pacific Collection of the Hamilton Library, University of Hawaii, Honolulu; one is at the National Archives in Washington, D.C. The University of Hawaii is also the repository for the audio-visual collection. By agreement with the Trust Territory, the Hamilton Library is providing a complete set of microfilm to each of the four constitutional governments. Additionally, the Library will duplicate, at cost, any item in the collection requested by a Micronesian agency.

This short manual will help persons wishing to retrieve documents and information from the Archives Collection. For the most part, the system is simple. The key is understanding the subject codes by which the documents were indexed. And there are some tricks of the trade which can aid retrieval when the subject code may not be immediately obvious.

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For the use of the printed index, this manual will be particularly useful. For those using the computer index to search the archives, the manual may be less helpful, but still a good starting point for familiarization with the collection. In either instance, as the researcher will discover, the important ingredients for success are flexibility and imagination.

COMPUTER INDEX USE

The entire Archives Collection is encoded in a computerized data bank. This information is available to the researcher in two forms: an index print-out, and by direct access through a computer terminal.

For several reasons the use of the printed index can be more thorough than the researcher working directly with the computer retrieval system. Though the Archives Project staff exercised reasonable care, there are sure to be misspellings in the data. One wrong letter, quotation marks around a word, or a pluralization can make information unrecognizable to the computer and, therefore, unavailable to the information seeker. Too, the print index user seeing similar data grouped together can recognize themes and will find that one area of search suggests others.
But, the computer retrieval system does have its advantages. Depending on the program available, the computer can search by: 1) key word; 2) subject code; 3) date; 4) title and author; 5) geographical area; or 6) combinations of the above. The computer can go directly to the data bank and make a comprehensive search for specific words or codes. This eliminates the sometimes laborious study of the print index.

Computer retrieval is the more efficient system for finding an easily-identified document or class of documents. But successful use of the computer requires that the user be familiar enough with the subject matter to specify the correct search parameters. An awareness of the possibility of spelling variations (Enewetak was once spelled Enewetok; Kusaie/Kosrae; Pohnpei/Ponape; Palau/Belau) and of acronyms and abbreviations (CETA for Comprehensive Education and Training Act) in the data bank is requisite.

Again, the printed index provides an overview for the researcher. On the print-out, all the material for one geographic area under one subject code is grouped together regardless of how the geographic area is spelled in the brief description. The computer retrieval system is highly specific: a search for Belau will overlook Palau. Each method has advantages and a combined use is recommended for the best research.
16 AND 35MM FILMS

The film collection consists of two sizes of microfilm: 16mm and 35mm. It is predominantly 16mm, but, when large format documents were filmed, 35mm film was used. This includes but is not limited to maps, architectural drawings, schematics, and others which could not fit into the 16mm rotary camera.

PRE-ARCHIVAL MATERIALS (PAM)

The majority of the collection was filmed by the Archives Project. There were several hundred rolls, however, which were filmed in the TT microfilm project prior to the Archives operation. These pre-archival materials have been integrated into the archival materials index by giving them new roll numbers on the container corresponding to the archives system. The PAM number is also listed in the index and will appear on the film instead of the archives number. PAM materials include land records, maps, publications and some office files. This includes 35mm, 16mm and microfiche material.
MAPS (LAN7)

Several hundred maps, including some original Japanese pre-war maps were filmed in the Project. The majority of them will be distributed to the appropriate governments upon termination of the Project. Some will be placed in the University of Hawaii.

JAPANESE MATERIALS (PSD3)

Some 300 binders of Japanese land records were filmed in the PAM era. English translations of some of them (especially Marianas) were filmed separately. The balance of the translations were not filmed or were not kept at TT Headquarters. In addition, there were many Japanese documents on a variety of subjects which were untranslated. This is noted in the brief description. In some cases, because of unfamiliarity with the script, documents were filmed upside down or backwards. A Japanese translator was hired at one point to identify (not translate) the documents for indexing purposes.

It should be noted that the majority of these documents are in the older script which is now difficult for many Japanese to read.
GERMAN DOCUMENTS (PSD3)

A collection of German language documents is also included. These include land registries (Marshalls), general administration and miscellaneous materials. The majority of the collection is copied from the Australian National University archives collection in Canberra. These were summarized in English and, where pertinent to land issues, fully translated. Like the Japanese, old German script is frequently used, making it very difficult to read now.

WORLD WAR II (PSD3)

All documents pertaining to the War in Micronesia are grouped under history code. They include postwar administration of the Territory by the U.S. military.

MARSHALLS LITIGATION (PSD6)

All files involving litigious issues in the Marshalls were filed under "migration" since most of them refer to the movement of people. This includes Bikini, Eniwetak, Ujelang, Kili, Rongelap/Mejetto, Utirik and Ebeye/Kwajalein. These files contain but are not limited to radiation issues,
Self Government/Political Status (PSD7-5)

This is the code used to file nearly all documents relating to political status and self determination both at territorial and "district" level.

Land Issues (LAN)

This is one of the most utilized files in the collection. The files contain German, Japanese and TT records of land deals, leases, sales and customs. The TT Division of Lands and Surveys and other sources.

Legal (LEG)

The collection of legal documents and records includes court case files from the TT High Court and the Attorney General's Office. Criminal case files were not filmed.
population movements, administration, relief and rehabilitation, litigation and special projects.

SELF GOVERNMENT/POLITICAL STATUS (PSD7-5)

This is the code used to file nearly all documents relating to political status and self determination both at the territorial and "district" level.

LAND ISSUES (LAN)

This is one of the most utilized files in the collection. The files contain German, Japanese and TT records of public and private land dealings, leases, sales and customs from the TT Division of Lands and Surveys and other sources.

LEGAL (LEG)

The collection of legal documents and records includes civil case files from the TT High Court and the Attorney General's Office. Criminal case files were not filmed.

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PERSONNEL FILES

Individual personnel files were not filmed. Records of the Personnel Office filmed were personnel listings, policies and programs. Personnel files for individuals were shipped to the appropriate government in the TT (Micronesian employees) or to the Department of the Interior (U.S. employees).

MICROFICHE

Included in the PAM materials were several hundred microfiches. These include historical documents, land materials, maps and architectural drawings. The index to the fiche collection is found on Roll #1529, Frame Nos. 34 and 35. The collection is numbered differently and can be retrieved at the University of Hawaii Library using the fiche number. Since there was only one set, it will only be available there.

ROLL NUMBERING SYSTEM

Some confusion may appear in examining the sequence of numbers on the microfilm. There will be large gaps in the

-9-
numbers, making it appear that many rolls of film are missing. This is not the case. In order to index the audio/visual collection with the whole indexing system, certain blocks of numbers were assigned at various times to pictures, slides, audio tapes, etc. Since these blocks became usable at different times, gaps in the film roll numbers will appear at different places. In general, however, the following blocks were assigned to the A/V materials:

1600-1999
2200-3388

Smaller blocks were set aside from time to time.

If in doubt, a computer call-up by roll number will identify the missing material.

See Manual section on the A/V collection.

CHRONOLOGICAL CORRESPONDENCE FILES (JAM4-1)

During the Trust Territory Administration, High Commissioners, Department Directors, and other agency heads kept complete files of their outgoing and, in some cases, incoming correspondence. Knowing the approximate dates of correspondence, one can quickly locate documents. Unfortunately, these file copies were carbons on pink or green flimsy paper and did not microfilm well. However, for the serious
researcher, the extra effort required to read these documents will be rewarded. They are an excellent source of background and policy materials.

AUDIO/VISUAL MATERIALS

This part of the collection includes slides, black and white photos, contact prints, negatives, professionally produced and "home" movies, film strips, audio and video tapes. These came from a variety of sources, especially the Trust Territory Department of Education Library and Department of Public Affairs, Division of Public Information. Many, however, were unmarked and unidentifiable with the resources available. As much as possible, they are grouped by subject and geography. For consistency in indexing and ease of retrieval, all batches of A/V materials are assigned a roll number. The Hamilton Library is the repository for the audio-visual component of the collection.

GENERAL OR NON-SPECIFIC MATERIALS

The Archives collection subject codes conform in the main to a file code designed in the late 1960's for the Trust Territory Administration. However, there were in-
stances in which the file material simply would not fit any of the subject codes. Therefore, the last code number in each subject category is a catch-all; i.e., PSD12 General.

FILM QUALITY

It is an unfortunate fact of life that the Archives Project had equipment which in all cases was at least ten years old and in some cases much older for most of the life of the Project. This led to occasional breakdowns of various types. Since no repair personnel were resident on Saipan, it frequently took weeks to adjust various malfunctions.

And since the Project was working on a fixed deadline, if the equipment (camera and processor) was at least turning out readable copy, work continued until repairs were possible. It was not possible or financially feasible to shut down operations completely while waiting for repairs.

As a result, there are perhaps ten to twenty rolls of film where the image is just perceptible and difficult to read. But it can be read. It is hoped that with modern readers, adjustments can be made to improve the legibility.

It is also important to understand that the cameras were set on a fixed exposure, giving the best average copy
to documents ranging from old, browned thermofax paper, faded ditto sheets, colored and faded carbon copies, to good black and white originals. As a result, some materials are difficult to read and in some cases almost impossible.

Where it could be ascertained in advance that copy would not come out on film, it was re-typed for clarity and then filmed. This was done for obviously important documents. For the others, the time factor precluded additional treatment and they were filmed with the idea that it was better to have some image on film than nothing at all.

CLASSIFIED DOCUMENTS

Classified documents occasionally came to light during the Archives microfilming. In most cases, these were mil-
tary administration documents (1944-1952) for which the classification period had elapsed. In others we were able to have them declassified by the appropriate authorities. When such documents labeled classified are encountered in microfilm, they are no longer classified.

Documents with "Administrative Confidential" marked on them were not classified but only intended for a limited distribution. Except where they dealt with an individual
matter, these were automatically incorporated in the collection by subject along with any associated documentation.

DISPOSITION OF MATERIALS

Once filmed, original documents were disposed of in the following manner:

1. Distributed to the governments if they have any ongoing value to that government or refer specifically to that one area.

2. Destroyed if they were routine, general files of TT offices.

3. Sent to MARC at the University of Guam if they were rare or unique materials requiring special handling.

4. Retained in Archives if they dealt with land issues or ongoing litigation (radiation, Kwajalein, etc.).

TRAINING SAMPLES

In the introduction, we said that imagination and flexibility were the watchwords for using the coding system successfully and effectively. Here are three sample exercises to illustrate an effective search.
SAMPLE I

Suppose we are looking for everything in the records concerning CAROLINIAN LAND CUSTOMS.

The one simple approach is to look up LAN11, Land tenure/land customs in the NMI section. This gives us some materials, but not everything available. Next, we try the same subject code, LAN11, for the TTPI geographical area. Here we find additional materials directly related to land tenure, but the documents are more general and apply to two or more areas of the TT as a whole.

The next step is to look up PSD10-2, Arts, Crafts, Customs and Culture, NMI. Here we get an overview of cultural materials for the NMI which contain references to land customs among other things in the NMI.

Turning to the TTPI section under the PSD10-2, we find still more references to customs and culture containing references to land, but again in multiple areas including the NMI.

Finally, we turn to LEG6-2, Civil Cases, Closed. This may at first seem strange, but considering that many of the land cases heard in TT courts contain extensive references to custom and that there have been several cases involving Carolinians, the court documents can be a gold mine. Since there are no TT-wide cases, the NMI entries should suffice.

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We find a total of nearly thirty references to retrieve and examine by going through LEG6-2, NMI; LAN11, NMI; LAN11, TTPI; PSD10-2, NMI; and PSD10-2, TTPI.

SAMPLE II

We want to know about the land arrangements for a protestant church in Pohnpei.

First, we go to PSD10-3, Churches-Religion, to see if there is a file on that church, checking both the PON and TTPI files. This code is the Churches-Religion file.

Following that, we check the LAN6-1 and 6-2 files for leases in general, private land and public land under PON.

In the event that the church had been established before the American Administration and may have title to the land, we check LAN1-5 acquisition and title, and LAN12 transfer-sales, both under PON.

At the same time, it wouldn't hurt to check the TTPI files on the off-chance that several policies or decisions were made involving churches in more than one district including PON.

SAMPLE III

When using the computer to search for documentation, it is crucial that the searcher consider a broad spectrum of key words on which to search.

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For example, if we are looking for records on gold deposits in Palau, the following words come to mind:

1. Gold, geo location PAL;
2. Gold, geo location TTPI (or just Gold without geo location, which will give all entries with gold mentioned for anywhere in Micronesia);
3. Mineral(s), geo location PAL;
4. Mineral(s), geo location TTPI (or just Mineral(s));
5. Mining (TTPI and PAL);
6. Geology.

In computerizing the search for Carolinian Land Customs, the following key words come to mind:

1. Custom(s);
2. Tenure;
3. Tradition (as in land use);
4. Carolinian;
5. Use (as in land use);
6. Rights (as in land rights).

When used in conjunction with the appropriate subject code (LAN11 and PSD10-2), retrieval should be pretty complete.
Here it is important to think in categories or classes, acronyms and synonyms, spelling variations and "lowest common denominators." By this last, it is meant that it is useful to think of what word or words would appear in the most entries, either as parts of a phrase or common combinations of words (land use, political education, mineral resources, etc.). The next step is to select the word of the combination which will be unique to the search target. For example, "education" appears in many contexts. But the adjective "political" more frequently preceeds "education" and should be used for the search word. "Land" is a common word, but "use" is nearly always used with land, so "use" would be the search word.

And so on.

CONCLUSION

It is only through constant and frequent use that the tricks of retrieval in a thorough fashion will become clear. It is also important to try to think as an evaluator when looking up documents. (How would you code it?) If you can stop and analyze your target from as many directions as possible and come up with alternate codes covering the same material, your chances of coming up with the desired result
are greatly improved. While the initial assignment of subject codes can include up to three alternates, it cannot take any more and the researcher may be approaching the search from a wholly different angle not used in the original evaluation process.

It is also important to remember that the same documents may have been filmed several times and been coded slightly differently by different evaluators. The repetition in filming is due to the same document showing up in different file batches at different times. This is particularly helpful in the cases where copy is illegible on one entry and may be better copy on a second.

Finally, think about discovery. In many cases, documents were kept in files that were only remotely related to the majority of file documents. For example, a publication on TT land administration policy might be found in a specific court case file, a land file, a customs file, or something else. Again, imagination and curiosity are required to sniff out possible unsuspected pockets of information.

Good luck!
ANNEX I

COMPUTER ENTRY DESCRIPTION

Data was entered into the computer for each entry as follows:

Subject:
Up to three subject codes. The same entry will appear under each of the codes mentioned.

Dept.:
This is the source or the originator of the file.

Subgroup:
This is the division or office in the department originating the file.

Microfilm Roll #:
The number assigned to the roll or batch of A/V materials.

Frame #:
This is the odometer reading on our 3M 500 reader printer and indicates where the file begins on the roll.

Record ID #:
This is the number assigned to the file by the computer and can be used to retrieve an index entry for editing, correction or addition.
Author:
For published materials, the name of the author.

Title:
The title of the publication.

Brief Description:
A short description of the file. This is where a key word search would take place on a computer.

Geographic Area:
The area in the TT to which the file applies. If two or more "districts" apply, then TTPI was used, even though not all of the TTPI was referenced.

Span of Years:
The time period covered by the file.

Format of Information:
Whether the material is predominately correspondence, reports, clippings, or other form.

Disposition of Materials:
What was done with the original hard copy after filming.

Estimated Quantity of Materials:
This is a rough estimate of the number of pages, photos, etc., in the file.
Note that all records are organized first by subject code, then alphabetically, by geography, and then chronologically from earliest to latest date. Where more than one year was involved (i.e., 1944-1960), the beginning date determines the file placement. Each file on film is separated by a flag and starts with an identification sheet (Annex II).
TRUST TERRITORY OF THE PACIFIC ISLANDS
ARCHIVES SURVEY FORM

Branch, Dept., or Office producing materials:

Title/Date of Publication (if any) of printed materials:

Type of materials (code):

Description:

Geographic area dealt with in materials:

At large:

Individual Districts:

Years covered by materials:

Information:

Photographs:

Audio Tapes:

Video Tapes:

Movies:

Slides:

CHECK LIST

Puller__________ Date______

Sorter__________ Date______

Cameraman________ Date______

Screener________ Date______

Computer________ Date______

Disposer________ Date______

Comments________ Date______

Frame #__________

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COMMONWEALTH OF THE NORTHERN MARIANAS
ARCHIVES SURVEY FORM
NORTHERN MARIANA ISLANDS COLLEGE

Primary Branch, Dept., or office producing materials:

Subgroup of the above:

Author/title/Date of publication (if any) of published materials

Subject of materials (code):(1)______(2)______(3)_____

Brief Description:

Geographic area dealt with in materials:

Span of years covered by materials:_________ to _________

Form of Information: Correspondence: Photographs:
Reports: Audio Tapes:
Clippings: Video Tapes:
Publications: Movies:
Other: Slides:

Estimated Quantity of Materials:_________________

Disposition after filming: Destroyed
Retained (where?):_____________

Materials evaluated by:___________________

Date____________________

Microfilm Roll No.:_________ Frame No.:_________

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Process Checklist
Fuller Date
Cameraman Date
Screener Date

Index/Computer Date
Disposer Date
Comments:
ARCHIVES SYSTEM

NOTE TO USERS:

TRUST TERRITORY ARCHIVES PROGRAM WAS DESIGNED TO PRESERVE AND PROTECT RECORDS ACCUMULATED OVER FORTY YEARS OF U.S. ADMINISTRATION. IN ADDITION TO RECORDS OF PREVIOUS ADMINISTRATIONS, THE JAPANESE, GERMAN AND SPANISH accents were filled in varying quantities. IN A SUBSTANTIAL NUMBER OF CASES, DOCUMENTS ARE ONE OF A KIND.

IT IS IMPORTANT TO UNDERSTAND THAT THE ARCHIVES PROJECT ATTEMPTED TO COMPLETE ITS TASK PRIOR TO THE TERMINATION OF THE TRUSTEESHIP AGREEMENT AND WITH LIMITED RESOURCES. FOR THIS REASON, MICROFILM USERS SHOULD UNDERSTAND IN SOME CASES THE FILM MAY NOT APPEAR TO BE OF ARCHIVAL QUALITY. IN MANY CASES, DOCUMENTS ARE AGED EXTENSIVELY AND FILM POORLY. IN OTHER CASES, DOCUMENTS HAVE BEEN DAMAGED FROM OCCASIONAL TYPHOONS AND STORMS. THEY WEAR ANYWAY IN THE HOPES THAT MORE ADVANCED TECHNOLOGY AVAILABLE ELSEWHERE MAKE THEM USEABLE FROM THE POOR IMAGES ON FILM.

USE OF CODING SYSTEM:

THE FOLLOWING CODING SYSTEM WAS DEVISED AS A FILING CODE FOR THE TERRITORY GOVERNMENT. THE ARCHIVES PROJECT ADOPTED THE CODE AS A BASIS FOR INDEXING THE MATERIALS BY SUBJECT.

OBVIOUSLY, NO CODING SYSTEM IS GOING TO BE EXACTLY SUITED TO EACH DOCUMENT. WE HAVE THEREFORE USED UP TO THREE CODES SO THAT EACH DOCUMENT MAY BE REFERENCED TO AT LEAST COVER SEVERAL DIFFERENT INTERPRETATIONS OF THE SUBJECT matter WHEN APPROPRIATE.

PERSONS SEARCHING FOR SPECIFIC DOCUMENTS SHOULD EXAMINE THE SUBJECT CODES, FIND THE ONE OR TWO MOST CLOSELY APPROXIMATING THE NATURE OF THE MATERIAL, THEN SEARCH THAT CODE IN THE INDEX FOR THE BRIEF DESCRIPTION, TITLE OR INFORMATION.

ORGANIZATION OF MATERIALS IN THE INDEX:

UNDER EACH SUBJECT HEADING, ALL ENTRIES ARE FIRST ORGANIZED GEOGRAPHICALLY: THAT ALL MATERIALS RELATING TO PALAU, FOR EXAMPLE, WILL BE FOUND TOGETHER. ADDITION, WITHIN EACH GEOGRAPHIC AREA, THE ENTRIES ARE ORGANIZED CHRONOLOGICALLY FROM THE EARLIEST ENTRY TO THE LATEST.

BECAUSE THE ARCHIVES PROJECT IS WORKING WITH UNITS OF MATERIALS FROM DIFFERENT AND OFFICES AS THEY BECOME AVAILABLE, SPECIFIC SUBJECT MATERIALS APPEAR IN WIDELY DIFFERENT ROLLS OF FILM.

AN ASTERISK (*) FOLLOWING THE MICROFILM ROLL NUMBER INDICATES THAT IS MIGHT BE USED FOR LARGE ITEMS SUCH AS CHARTS, BLUEPRINTS, MAPS AND DRAWINGS.
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSM</td>
<td>Federated States of Micronesia</td>
</tr>
<tr>
<td>HC</td>
<td>High Commissioner</td>
</tr>
<tr>
<td>IP</td>
<td>Historic Preservation</td>
</tr>
<tr>
<td>DIS</td>
<td>High Court</td>
</tr>
<tr>
<td>KOS</td>
<td>Kosrae</td>
</tr>
<tr>
<td>MARS</td>
<td>Marshall Islands</td>
</tr>
<tr>
<td>NLNO</td>
<td>Department of Liaison, TTHQ</td>
</tr>
<tr>
<td>NMI</td>
<td>Northern Mariana Islands</td>
</tr>
<tr>
<td>OPCS</td>
<td>Office of Planning and Statistics</td>
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<tr>
<td>DFS</td>
<td>Disaster Control</td>
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<tr>
<td>FPC</td>
<td>Federal Program Coordination</td>
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<td>DPS</td>
<td>Planning</td>
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<td>Statistics</td>
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<td>Palau</td>
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<td>Program and Budget Office</td>
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<td>Peace Corps</td>
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<td>Foreign Investment</td>
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<tr>
<td>LAN</td>
<td>Land and Survey</td>
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<tr>
<td>MAR</td>
<td>Marine Resources</td>
</tr>
<tr>
<td>LSC</td>
<td>Labor Division</td>
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<tr>
<td>LNG</td>
<td>Department of State Liaison, TTHQ</td>
</tr>
<tr>
<td>&amp;C</td>
<td>Department of Transportation and Communications</td>
</tr>
<tr>
<td>AIR</td>
<td>Air Transportation</td>
</tr>
<tr>
<td>RAD</td>
<td>Communication</td>
</tr>
<tr>
<td>SEA</td>
<td>Sea Transportation</td>
</tr>
<tr>
<td>TRU</td>
<td>Truk</td>
</tr>
<tr>
<td>TTHQ</td>
<td>Trust Territory Headquarters (Saipan, Hawaii, Guam)</td>
</tr>
<tr>
<td>TPI</td>
<td>Trust Territory of the Pacific Islands</td>
</tr>
<tr>
<td>UNO</td>
<td>United Nations Organization</td>
</tr>
<tr>
<td>NTC</td>
<td>United Nations Trusteeship Council</td>
</tr>
<tr>
<td>AP</td>
<td>Yap</td>
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**SUBJECT TABLE:**

<table>
<thead>
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<th>Subject</th>
<th>Description</th>
</tr>
</thead>
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<tr>
<td>BD</td>
<td>Budget</td>
</tr>
<tr>
<td>CD</td>
<td>Community Development</td>
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<tr>
<td>CM</td>
<td>Communications</td>
</tr>
<tr>
<td>CD</td>
<td>Economic Development</td>
</tr>
<tr>
<td>ED</td>
<td>Education</td>
</tr>
<tr>
<td>IN</td>
<td>Finance and Accounting</td>
</tr>
<tr>
<td>HS</td>
<td>Housing</td>
</tr>
<tr>
<td>IM</td>
<td>Immigration</td>
</tr>
<tr>
<td>IP</td>
<td>Information and Public Relations</td>
</tr>
<tr>
<td>LM</td>
<td>Land Management</td>
</tr>
<tr>
<td>LG</td>
<td>Legal</td>
</tr>
</tbody>
</table>
RE-ARCHIVAL MATERIAL: IN CERTAIN CASES, FILMS INHERITED FROM THE TRUST TERRITORY MICROFILM PROJECT HAVE BEEN GIVEN NEW ROLL NUMBERS TO MATCH THE ARCHIVES NUMBERING SYSTEM. IN THIS CASE THE ORIGINAL NUMBER WILL APPEAR ON THE FIRST FRAME OF THE FILM RATHER THAN THE INDEX ROLL. THE PAM NUMBER WILL BE INCLUDED IN THE BRIEF DESCRIPTION IN THE INDEX REFERENCE PURPOSES.

BE AWARE THAT, DUE TO THE CALIBRATION FACTOR OF THE DIFFERENT VIEWERS USED, FRAME LOCATIONS CAN BE PLUS OR MINUS A FEW NUMBERS FROM THE INDEX.

<table>
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- **Navigation Aids**
  - **Aeronautical**
- **Maritime**
- **Plans, Programs and Projects Policies, Procedures and Regulations**
  - **Department of Interior**
  - **Disaster - Emergencies**
  - **FCC**
- **Trust Territory**

### Radiologs Relationships - Agreements:
- (FAA, RCA, Weather Bureau)
  - **Telephone - Radiotelephone**
  - **Directories and Lists**
  - **Equipment Inventories**
  - **Teletype - Radiotelegraph**
  - **Equipment Inventories**
  - **Messages (Incoming/Outgoing Radiograms and Etc)**

### Training

### Communications - General

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### Economic Development:

#### Agriculture

- **Agriculture Development and Marketing**
  - **Crops (Includes Plants, Cuttings, Seeds, Etc.)**
    - **Fertilizers**
    - **Plant Diseases**
  - **Entomology**
    - **Insects and Nuisance Control**
    - **Plants and Animal Quarantine**
  - **Experiment Station**
  - **Extension Service**
  - **Livestock**
    - **Animal Diseases**
    - **Feed**

#### Soils

#### Commerce and Industries

- **Business Conditions**
- **Commercial Enterprises (File by Name of Company)**
  - **Inquiries (Commercial Only)**
  - **Cooperatives**
  - **Exports/Imports**

- **Fisheries**
- **Forestry/Forest Products**
- **Handicrafts**
- **Mining**
- **Policies and Procedures**
- **Programs/Projects**
- **Research**
- **Sells (Matanus, etc.)**
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STAFFS AND STAFFING

TEACHER’S TRAINING

EDUCATION — GENERAL

AND ACCOUNTING:

ALLOWANCES — EXPENSE ACCOUNTS

PER DIEM AND QUARTERS

AUDITS (INCLUDES ADJUST/DISALLOWANCE/EXCEPTIONS FROM GAO)

AUTHORIZATIONS (INCLUDES AUTHO. TO SIGN/APPR. VOUCHERS, ETC.)

BANKS AND BANKING

BONDING OF EMPLOYEES

CREDITS AND LOANS

DEPOSITS (INCLUDES SPECIAL DEPOSIT ACCOUNTS)

DEPOSIT SLIPS

FINANCIAL STATEMENTS

Funds — Status of Funds

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GRANT-IN-AID

IMPREST

LOCAL

SCHOLARSHIP

SUPPLY

INSURANCE

INVESTMENTS

LABOR DISTRIBUTION (COST ACCOUNTING)

LEDGERS

ALLOTMENTS (SHOW DE. INCURRED, UN/LIQUIDATED, ETC.)

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REMITTANCES RECEIVED

PAYROLLS (INCLUDES PAYROLL LISTINGS/CERTIFICATIONS AND DOCS.)

CHECKS (SALARY ONLY)

DEDUCTIONS (BONDS INSUR./RETIREMENTS, SS AND TAX W/HOLD)

INDIVIDUALS EARNING AND SERVICE RECORDS

INDIVIDUAL’S PAYROLL FOLDERS (INCLUDES CORRESP., ETC.)

REVENUES, RECEIPTS — COLLECTIONS

STATEMENT OF ACCOUNTS

SYSTEMS AND PROCEDURES

VOUCHERS — SCHEDULES — PAYMENTS

CHECKS (ISSUED IN PAYMENT, EXCEPT FOR SALARIES)

FINANCE AND ACCOUNTING — GENERAL

ASSIGNMENTS OF QUARTERS AGREEMENTS

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ASSIGNMENT AND VACANCY CARD FILES

INDIVIDUAL TENANT CARDS (FILE BY NAME OF TENANT)

INDIVIDUAL HOUSING UNIT CARDS (FILE BY HOUSING AREA).
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IMMIGRATION POLICIES/PROCEDURES/REGULATIONS - LEGISLATION
PASSPORTS - VISAS - TRAVEL DOCUMENTS
IMMIGRATION AND EMIGRATION - GENERAL

INFORMATION AND PUBLIC RELATIONS:

APPRECIATION, COMMENDATIONS, GREETINGS
COMPLAINTS
FILMS AND PHOTOGRAPHS
INQUIRIES - REQUESTS FOR INFORMATION
LIBRARIES - GENERAL
MAPS
PRESS RELEASES - NEWSPAPER CLIPPINGS
PUBLICATIONS
TRUST TERRITORY
OUTSIDE
RADIO AND TELEVISION
SPEECHES, LECTURES AND STATEMENTS
UNITED NATIONS
COMMITTEES
PETITIONS
PUBLICATIONS
REPORTS AND STATISTICS
SCHOLARSHIPS
TRUSTEESHIP COUNCIL
VISITING MISSIONS
UNITED NATIONS DAY
VISITORS
INFORMATION AND PUBLIC RELATIONS - GENERAL

MANAGEMENT

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CONDEMNATION
EASEMENTS - RIGHTS OF WAY
GANTS - CONSUMPTION - PURCHASE - RENTAL
MORTGAGES
TITLES (INCLUDES DEEDS, TITLE EVIDENCE)
AGREEMENTS
CLAIMS
HEARINGS - DECISIONS - OWNERSHIP DETERMINATION
HOMESTEADS (SEPARATE BY VILLAGE AND AGRICULTURAL) APPLICATIONS
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2. AFFIDAVITS
3. AUTHORIZATIONS - POWERS OF ATTORNEY
4. BIRTHS
   - BIRTH CERTIFICATES (ORIGINAL COPIES, ALPHA/INDEX)
5. BUSINESS ORGANIZATIONS
6. CASES (FILES BY ASSIGNED NUMBERS)
   - CIVIL CASES PENDING
   - CIVIL CASES CLOSED
   - CRIMINAL CASES PENDING
   - CRIMINAL CASES CLOSED
   - JUVENILES
   - PROBATE
   - SMALL CLAIMS
7. COURTS
   - APPEALS
   - APPOINTMENTS (JUDGES, ETC.)
   - BILLS AND FILES
   - PROCEEDINGS
   - HIGH COURT
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   - SCHEDULES
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   - WITNESS
8. DEATHS
   - DEATH CERTIFICATES (ORIGINAL COPIES - ALPHA/INDEX)
9. DECISIONS - OPINIONS - INTERPRETATIONS
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   - COMPTROLLER GENERAL
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**ORGANIZATION-ADMINISTRATIVE MANAGEMENT:**

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- PAS4-1  STOCK INVENTORY RECORDS

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PUH3 DISEASES - TREATMENT AND CONTROL
PUH4-1 QUARANTINE
PUH4-2 HOSPITALS AND FACILITIES
PUH4-3 DISPENSARIES AND LABORATORIES
PUH4-4 LEPROSARIUM
PUH4-5 X-RAY
PUH5 FEES (HOSPITAL, MEDICAL, ETC.)
PUH6 IMMUNIZATION - INOCULATIONS
PUH7 MEDICAL AND HEALTH CLEARANCES
PUH8 PLANS, PROGRAMS, PROJECTS
PUH9 PUBLIC HEALTH REGULATIONS
PUH10 RECORDS
PUH10-1 ABSTRACTS OF PATIENTS' RECORDS
PUH10-2 BABY CLINIC AND SCHOOL HEALTH
PUH10-3 DAILY ADMISSION REGISTER
PUH10-4 DENTAL RECORDS
PUH10-5 IN-PATIENTS AND OUT-PATIENTS
PUH11 RELATIONSHIPS - OUTSIDE MEDICAL ORGANIZATIONS
PUH11-1 UNITED STATES PUBLIC HEALTH SERVICE
PUH11-2 WORLD HEALTH ORGANIZATION (WHO)
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PUW2-1 ADMINISTRATION
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- **ALTERATIONS AND ADDITIONS**

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### PUW7
- **SEAWALLS**

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- **SEWER SYSTEMS**

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### TAX2
- **TAX STUDIES**

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- **TAXATION - GENERAL**

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### TRA1-1
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### TRA1-2
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MAINTENANCE, MODIFICATIONS, REPAIRS OPERATIONS
CARGO - PASSENGERS
FLIGHTS AND FLIGHT SCHEDULES
CARGO AND TERMINAL OPERATIONS
DOCK HANDLING, LOADINGS, STEVEDORING
LOSS, DAMAGE, THEFT
OPERATIONS
POLICIES, PROCEDURES, REGULATIONS STORAGES
TRANSHIPMENTS
FREIGHT AND EXPRESS SHIPMENTS
AIRCARGO RECEIPTS
DILLS OF LADING AND RELATED DOCUMENTATION
CLAIMS (FILE IN ORDER OF CLAIM NUMBER)
HOUSEHOLD OR PERSONAL EFFECTS
PACKING AND CRATING (INCLUDES MARKING OF BOXES)
RATES AND TARIFFS
SCHEDULES, AIRSHIPS
SHIPS - BOATS (INCLUDES BARGES, LIGHTERS, TUGS)
ASSIGNMENT OR USE
CHARTERS
CLEARANCE (PERMISSION TO ENTER OR DEPART)
DESIGNS, SPECIFICATIONS AND PLANS
INSPECTIONS
INSURANCE (COLLISION, MARINE, WAR, RISK, ETC.)
LOSSES OR DAMAGE
MAINTENANCE, MODIFICATION, REPAIRS
MOVEMENTS - POSITIONS
NAVIGATION AIDS AND HAZARDS
OPERATIONS
TRAVEL OF INDIVIDUALS
ADVANCE OF FUNDS
AUTHORIZATION (REQUESTS, ORDERS, ETC.)
INOCULATIONS
ITINERARIES - PRESERVATIONS - HOTELS
TICKETS
TRANSPORTATION REQUESTS
TRANSPORTATION - GENERAL

Position of Original After Filming:

DESTROYED
FEDERATED STATES OF MICRONESIA
MICRONESIAN AREA RESEARCH CENTER
MARSHALL ISLANDS
NORTHERN MARIANA ISLANDS
PALAU
RETIRED
