

Sub-group 6. Library Planning and Finance

1. Cash Books. 1883-1910. 11 lin. in. (2 vols.).  
Arranged chronologically.
2. Petty Cash Journals. 1885-1926. 11 lin. in. (9 vols.).  
Arranged chronologically.
3. Statements of Expenses. 1885-1926. 11 lin. in. (7 vols.).  
Arranged chronologically.
4. Cash Receipts Journals. 1886-1926. 14 lin. in. (2 vols.).  
Arranged chronologically.
5. Day Books. 1896-1925. 11 lin. in. (15 vols.).  
Arranged chronologically.
6. City Appropriation Account Ledgers. 1911-25. 1 cu. ft.  
(11 vols.).  
Arranged chronologically.
7. Contracts, Drawings and Specifications. 1908-75.  
13 cu. ft.  
Arranged by branch.

Sub-group 7. Processing Division

1. Acquisition records. 1888-94. 12 lin. in. (1 vol.).  
Arranged by accession number.
2. Office Files, Book Selection Room. 1947-81. 4 cu. ft.  
Arranged topically.

Sub-group 8. Personnel Services

1. Personnel Files, Inactive, Individual Employees.  
1923-present. 53.5 cu. ft.  
Arranged alphabetically.

Sub-group 9. Circulation Control

1. Circulation Records. 1886-1931. 1 cu. ft. (14 vols.).  
Arranged by branch and chronologically thereunder.
2. Court Case Records. 1969-present. 0.25 cu. ft.  
Arranged chronologically.

Sub-group 10. Volunteer Services

1. Administrative Files. 1975-present. 1.5 cu. ft.  
Arranged topically.

Sub-group 11. Adult Services

1. Office Files. 1938-present. 26 cu. ft.  
Arranged topically.