

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 1	State Land Commission. 1942	Box 43/1
A.N. 2	State Automotive Pool. 1942	Box 43/1
A.N. 2-2	Automotive Conservation of State Owned Cars. 1942	Box 43/1
A.N. 2-3	Problem of Conserving the State Owned Automobile Equipment. 1942	Box 43/1
A.N. B-3	Department of Justice Fingerprinting Function. 1944	Box 43/1
A.N. 3	Department of Motor Vehicles - Director's Bulletin No. 131. 1942	Box 43/1
A.N. 4	Department of Social Welfare Administrative Survey Report, 1942	Box 43/1
A.N. 5	Travel Expense Allowances - Recommendation to Board of Control. 1942	Box 43/1
A.N. 6	Safeguarding Important State Records. 1942.	Box 43/1
A.N. 7	New Land Record System for Division of State Lands. 1942	Box 43/1
A.N. 9	Printing of Directory of Social Welfare Agencies in California. 1942	Box 43/1
A.N. 10	Overtime Pay for State Employees, 1942-1943	Box 43/1
A.N. 11	Boarding Homes Licensing by the County of Los Angeles. 1943	Box 43/1
A.N. 12	Department of Public Health - Policy of Accepting Pay from Another Agency. 1943	Box 43/1
A.N. 13	Letter - Senate Bill 315 - Department of Social Welfare. 1943	Box 43/1
A.N. 14	Position of Supervisor of Social Welfare Research in Department of Social Welfare, 1943-1944	Box 43/1
A.N. 15	Sub-Committee Report Adopted by Assembly Ways and Means Committee regarding Bill Procedures. 1943	Box 43/2
A.N. 16	Analysis of Assembly Bill 924 (Board of Control). 1943	Box 43/2
A.N. 17	Analysis of Assembly Bill 714 (W.P.A. Sponsorship Appropriation). 1943	Box 43/2
A.N. 18	Letter - Rate of Pay of Employees in State Service Engaged in Treatment of Tuberculosis. 1943	Box 43/2
A.N. 19	Survey Report - Adjutant General - Headquarters Office. 1943	Box 43/2
A.N. 20	State Department of Public Health - Organizational Survey. 1943-1944	Box 43/2
A.N. 21	Youth Authority-Provisions of Law Relating to Functions and Financing. 1943	Box 43/2
A.N. 22	Letter - Position of Accounting Officer - Franchise Tax Commissioner. 1943	Box 43/2
A.N. 23	Department of Motor Vehicles - Progress Report No. 1: Control of Receipts Issued by Counter Cashiers. 1943	Box 43/2
A.N. 25	Liquidation of State Relief Administration Property. 1943	Box 43/2
A.N. 26	Memoranda to State Printer. 1943	Box 43/2
A.N. 27	Administrative Analysis as a Function of the Department of Finance. 1943	Box 43/2
A.N. 28	Classification Survey - Accountants and Auditors, Division of Budgets and Accounts - Preliminary Statement. 1943	Box 43/2
A.N. 29	Letter - Chico State College - Withholding Tax. 1943	Box 43/2

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 30	Youth Authority Centralization of Accounting Functions. 1943	Box 43/3
A.N. 31	Rule on Overtime. 1943	Box 43/3
A.N. 33	Youth Authority - Establishment of a Statistical Unit. 1943	Box 43/3
A.N. 34	Department of Penology - State Facilities for Care of Federal Prisoners. 1943.	Box 43/3
A.N. 35	Survey Report - Adjutant General Headquarters Study. 1943	Box 43/3
A.N. 36	Cost of Telegraph Services. 1943	Box 43/3
A.N. 38-2	Report - Correct Problems Affecting the Department of Social Welfare. 1943	Box 43/3
A.N. 39	Letter - Suggested Job Specifications for Administrative Aid. 1943	Box 43/3
A.N. 40	Summary - Research Activities Performed During Year. 1943	Box 43/3
A.N. 41	Information Concerning the Earnings of Prisoners. 1943	Box 43/3
A.N. 42	Sale of Documents by Railroad Commission. 1943	Box 43/3
A.N. 43	Youth Authority - Staff Needs of the Accounting Office. 1943	Box 43/3
A.N. 44	Department of Finance - Advisability of Installing Tabulating Equipment in Personnel Payroll Office. 1944	Box 43/3
A.N. 45	War Council - Proposed Procedure for Travel Expense Claims and Accounts. 1943-1944	Box 43/3
A.N. 46	Department of Education - Division of Indian Education. 1944	Box 43/3
A.N. 47	Meeting of Joint Committee on State Tax Structure. 1944	Box 43/3
A.N. 48	Report No. 1. Criminal and Penal Reorganization - Detective License Bureau. 1944	Box 43/4
A.N. 49	Report No. 2. Criminal and Penal Reorganization - Department of Justice. 1944	Box 43/4
A.N. 50	Director of Corrections - Suggested Outline for Criminal and Penal Reorganization. 1944	Box 43/4
A.N. 50-2	Plans for the Launching of the Department of Corrections. 1944	Box 43/4
A.N. 51	State Personnel Board - Organization Survey. 1944.	Box 43/4
A.N. 52	Report of Governor Warren's Committee to Investigate Penal Affairs in California. 1944	Box 43/4-6
A.N. 54	Insurance Commissioner - Organizational and Procedural Survey. 1944	Box 43/7
A.N. 56	Division of Corporations - Credit Union Supervision. 1944	Box 43/7
A.N. 57	California State War Council Report on Office Functions. 1944	Box 43/7
A.N. 60	Veterans' Home of California - Organizational Plan. 1944	Box 43/7
A.N. 63	Department of Social Welfare Proposed Statutory Reorganization. 1944	Box 43/8
A.N. 64	State Agricultural Society - Organizational Survey. 1944-1947	Box 43/8
A.N. 65	Youth Authority - Organization of Preston School of Industry. 1943-1945	Box 43/8
A.N. 66	Survey Report of the System of Indexing and Filing in the Bureau of Records and Statistics, Department of Public Health. 1945.	Box 43/8
A.N. 67	Farm Production Council. 1944	Box 43/9
A.N. 68	Department of Finance - Bureau of Buildings and Grounds. 1944-1946	Box 43/9

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 70	Department of Institutions - Study of Administrative Organization. 1944-1945	Box 43/9
A.N. 71	Departmental Organization Charts. 1944-1946	Box 43/9
A.N. 73	Department of Social Welfare Filing System. 1944	Box 43/9
A.N. 74	Department of Military and Veterans' Affairs - Veterans' Homes - Hospital Administration. 1944	Box 43/9
A.N. 75	Department of Finance - Bureau of Printing. 1944	Box 43/9
A.N. 76-1	Returning Veterans of World War II. 1945	Box 43/10
A.N. 76-3	Administrative Analysis of Bills. 1945	Box 43/10
A.N. 76-4	Central Interdepartmental Mail Service. 1945	Box 45/10
A.N. 76-7	Department of Military and Veterans' Affairs, Veterans' Home - Yountville. 1945	Box 43/10
A.N. 78	Fiscal Aspects of Assembly Bill No. 800 relating to a Prepaid Health Service System. 1945	Box 43/10
A.N. 79	Progress Report No. 2 on the California State Police. 1945	Box 43/10
A.N. 80	Division of Beaches and Parks - Personnel Expansion. 1945	Box 43/10
A.N. 81	Veterans' Welfare Board Request for Two Assistant Secretary Positions. 1945	Box 43/10
A.N. 82	Division of Bureau of Market Enforcement into 2 Divisions. 19450	Box 43/10
A.N. 83	Survey of the Sacramento Office of the Department of Insurance. 1944-1945	Box 43/10
A.N. 84	State Employees' Retirement System - Office Organizational Survey. 1946	Box 43/10
A.N. 86	Department of Justice - Organizational Changes Affecting Teletype System. 1946-1947	Box 43/10
A.N. 87	State Employees' Retirement System - Office Organizational Survey. 1946.	Box 43/10
A.N. 88	Centralized Tabulating Services - Sacramento. 1946	Box 43/10
A.N. 89	Organizational Survey - Unclaimed Assets Administered in Accounting Division of the State Controller's Office. 1946	Box 43/11
A.N. 90	State Board of Control - Travel Expense Allowances. 1946-1947	Box 43/11
A.N. 92	Youth Authority - Request for Deputy Clerk for the Los Angeles Area. 1945-1946	Box 43/11
A.N. 93	Library Distribution System - List of Publications. 1946	Box 43/11
A.N. 96	Possible Duration of Necessity for Rent Control in California. 1946	Box 43/11
A.N. 98	Division of Real Estate - Los Angeles Office. 1946	Box 43/11
A.N. 100	Fiscal Reorganization. 1946	Box 43/12
A.N. 101	Administrative Survey - California Horse Racing Board. 1946	Box 43/12
A.N. 103	Franchise Tax Commissioner Increased Audits. 1946-1947	Box 43/12
A.N. 105	Division of Real Estate - Organizational and Procedural Survey. 1946-1947	Box 43/13
A.N. 105B	Division of Real Estate - Discontinuance of Credit Reports. 1946	Box 43/13
A.N. 106	Physical Restoration Program of the Bureau of Vocational	Box 43/13

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

	Rehabilitation. 1946	
A.N. 107	State Regulation of Building Construction, Housing Division, Department of Industrial Relations. 1946	Box 43/13
A.N. 108	Sale of California Administrative Register. 1946	Box 43/13
A.N. 109	Department of Education - Special Programs Section of State Educational Agencies for Surplus Property. 1946-1947	Box 43/13
A.N. 110	Rental Rates for Employee Housing Accommodations in Department of Natural Resources. 1947-1957	Box 43/14
A.N. 112	Organization Problems relating to Budget for Bureau of Paroles - Department of Corrections. 1946	Box 43/15
A.N. 113	State Lands Division - Personnel Organization. 1946	Box 43/15
A.N. 114	Survey of Tax-Deeded Lands Division of the Controller's Office. 1947	Box 43/15
A.N. 115	Miscellaneous Budget Requests. 1947	Box 43/15
A.N. 116	Procedures for Processing Claims, Accounting Office, Department of Natural Resources. 1947	Box 43/15
A.N. 118	Organization and Staffing of Governor's Office. 1947-1950	Box 43/16
A.N. 120	Survey of Governor's Council. 1947	Box 43/16
A.N. 121	Proposed Reorganization of the Personal Income Tax Division, Office of the Franchise Tax Commissioner. 1947-1948	Box 43/16
A.N. 123	Administration of Financial Responsibility Law Requiring Security Following Motor Vehicle Accidents. 1947	Box 44/1
A.N. 124	Suggestions Regarding Legislative Procedures and Facilities. 1947	Box 44/1
A.N. 125	Administrative Survey - Division of Fish and Game, Department of Natural Resources. 1947	Box 44/1
A.N. 126	Department of Agriculture - Bureau of Livestock Identification. 1947	Box 44/1
A.N. 128	Request of Public Utilities Commission for Position of Chief Legal Examiner. 1947	Box 44/1
A.N. 129	Federal Grants-in-Aid for Council of State Governments. 1947-1948	Box 44/2
A.N. 131	Establishment of a Permanent Veterans' Preference File and Certification Procedure, Department of Veterans Affairs. 1947	Box 44/2
A.N. 132	Staff Ratios in State Mental Hospitals - California Compared with Leading States. 1947	Box 44/2
A.N. 133	Department of Corrections - Prisons, Inmate Labor. 1947	Box 44/2
A.N. 134	Department of Public Health - Bureau of Records and Statistics - Purchase Estimate for Equipment to House, Birth, Marriage and Death Certificates. 1947	Box 44/2
A.N. 135	Local Allocation Division - Organization for School Building Aid Act and Veteran's Housing (Chapter 29, 1947). 1947	Box 44/2
A.N. 144	Department of Public Health, Purchase Estimate for Equipment to House Birth, Death, and Marriage Certificates. 1947	Box 44/2
A.N. 145	Secretary of State - Survey of Warehouse Records. 1950-1951	Box 44/2

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 148	Revision of State Organizational Charts, California State Government. 1947	Box 44/3
A.N. 149	Organization of the Department of Motor Vehicles. 1948	Box 44/3
A.N. 150	Child Care Centers. 1948	Box 44/3
A.N. 152	Urban Redevelopment Agency. 1948	Box 44/3
A.N. 155	Department of Veterans' Affairs - Oakland Office. 1948	Box 44/3
A.N. 156	Division of Architecture - Administrative Analysis and Organizational Structure. 1948-1953	Box 44/3
A.N. 157	Organization of the Staff of the Aeronautics Commission. 1948	Box 44/4
A.N. 159	Department of Finance Purchasing Division - Organization and Procedures. 1948-1949	Box 44/4
A.N. 161	Department of Veterans' Affairs - Need for Positions of Department Director and Personnel Officer. 1948	Box 44/4
A.N. 162-1	Centralization of State Banking Operations in the State Treasury. 1948-1949	Box 44/4
A.N. 164	Department of Finance - General File Room and Library. 1948	Box 44/4
A.N. 166	Department of Employment - Mimeographing of Material which Might More Economically Be Printed. 1948	Box 44/4
A.N. 167	Proposed Organization and Staffing of the Bureau of Hospitals, Department of Public Health. 1948	Box 44/5
A.N. 168	Proposed Institution Secretary Reclassification at Chino Institution. 1948-1950	Box 44/5
A.N. 171	Department of Public Health - Organization of Bureau of Records and Statistics. 1949	Box 44/5
A.N. 172	Department of Agriculture - Bureau of Entomology and Plant Quarantine. 1948	Box 44/5
A.N. 173	Housing State-Owned Aircraft. 1948	Box 44/5
A.N. 176	Temporary Paper License Plates. 1948	Box 44/5
A.N. 178	Proposed Reclassification of a Youth Authority Position. 1948	Box 44/5
A.N. 180	Department of Mental Hygiene - Time Study of Social Worker Activities. 1948	Box 44/5
A.N. 181	Public Utilities Commission - Proposed Reorganization of Field Division. 1948	Box 44/5
A.N. 183	Fish and Game Administration in States Visited by Senate Interim Committee on Fish and Game. 1948	Box 44/5
A.N. 184	Bureau of Vocational Rehabilitation Organizational and Procedure Survey. 1948-1949	Box 44/5
A.N. 185	Freight Traffic Survey. 1949	Box 44/6
A.N. 187	Use of State Law Library by McGeorge College of Law Students. 1948	Box 44/6
A.N. 190	Proposed Policy of Recreation Commission for Guidance of Director of Recreation. 1948-1949	Box 44/6
A.N. 191	Department of Motor Vehicles Mechanical Registration of Vehicles. 1949	Box 44/6
A.N. 192	Charges for Meals Furnished to State Employees. 1949	Box 44/6

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 193	Selected Digest of Legislation Passed and Signed, 1949 Regular Session. 1949	Box 44/6
A.N. 194	Organization and Procedures, Accounting Offices, Board of Equalization, 1949	Box 44/7
A.N. 195	Department of Education - Special Programs Section of State Educational Agency for Surplus Property. 1946-1947	Box 44/8
A.N. 195	Review of Business Management Organization for Institutions in Department of Mental Hygiene. 1949	Box 44/8
A.N. 196	Data Regarding Post-War Construction in Institutions of Department of Mental Hygiene. 1949	Box 44/8
A.N. 197	Analysis of the Feasibility of Establishing a Wage Data Collection Service in the Department of Industrial Relations. 1949	Box 44/8
A.N. 198	Department of Public Health - System of Indexing Vital Records. 1949	Box 44/8
A.N. 200	Proposed Staffing Organization under the Deputy Director - Comptroller, Department of Corrections. 1948	Box 44/8
A.N. 201	Fair Value of the Maintenance for Self and Family Furnished to Wardens and Hospital Superintendents. 1948	Box 44/9
A.N. 201-1	Supplement to Maintenance for Self and Family Report. 1949	Box 44/9
A.N. 201.2	Proposal of Department of Corrections to Amend Board of Control Rule 804. 1950	Box 44/9
A.N. 202	Additional Position of Assistant Director, Department of Agricultural. 1949	Box 44/9
A.N. 203	Administrative Analyst Function in California State Government. 1942-1949	Box 44/10
A.N. 204	Form and Style of Research Reports. 1949	Box 44/10
A.N. 205	Report of Child Care Centers, Department of Education. 1949	Box 44/10
A.N. 207	Administrative Changes Paid by State Athletic Commission. 1949	Box 44/10
A.N. 208	Division of State Lands - Filing System in Los Angeles Office. 1949	Box 44/10
A.N. 209	Department of Education Accounting Office. 1949	Box 44/10
A.N. 210	Motor Vehicle Fuel Tax Refund Division - State Controller. 1950-1951	Box 44/10
A.N. 211	Roundtable on Social Security and Welfare. 1949	Box 44/11
A.N. 212	Governor's Conference on Industrial Safety. 1949	Box 44/11
A.N. 213	Analysis of Administrative Problems at Ventura School Girls. 1951	Box 44/11
A.N. 214	Report of Finance on H.R. 248 (Regarding Kroeger Report). 1951	Box 44/11
A.N. 215	Department of Social Welfare - Pilot Region. 1949	Box 44/12
A.N. 216	Analysis of Legislative Bills. 1949	Box 44/12
A.N. 217	Exempt Positions, Department of Social Welfare. 1949	Box 44/12
A.N. 219	Survey of State Government Progress Since 1943. 1949-1950	Box 44/12
A.N. 222	Shortage of Clerical Help - Department of Corrections. 1949	Box 44/12
A.N. 224	Study of Workload Measurement and Work Units. 1949	Box 44/13
A.N. 227	Organization of the California State Colleges. 1949-1950	Box 44/13-

**APPENDIX A: State Agency Survey Reports, 1942-1963**

**Dept. of Finance**

**R157.5**

		14
A.N. 229	Department of Social Welfare - Regional Plan of Organization in Los Angeles County. 1949	Box 44/15
A.N. 231	Property Tax Equalization. 1949	Box 44/15
A.N. 232	Organization of the Finance Section, Office of the Adjutant General. 1949	Box 44/15
A.N. 235	Department of Motor Vehicles Preparation of Statistical Reports. 1949	Box 44/15
A.N. 236	Clerical Procedures in Crippled Children's Service. 1949-1950	Box 44/15
A.N. 239	Organization, Office of the Franchise Tax Board. 1949	Box 44/15
A.N. 240	Organizational Aspects of Reclassifications, Legislative Council Bureau. 1949	Box 44/15
A.N. 241	Department of Finance Circular Letters. 1950	Box 44/15
A.N. 246	Business Management Functions - School for the Blind and School for the Deaf. 1949	Box 44/15
A.N. 250	Policy for Guidance of Director of Recreation. 1949-1950	Box 44/16
A.N. 254	Gasoline Company Billing Procedures. 1949	Box 44/16
A.N. 255	Survey of cash Procedures and Processing Methods in the Office of the Secretary of State's Office. 1953	Box 44/16
A.N. 261	Accounting System for Soil Conservation Districts. 1950-1952	Box 44/16
A.N. 262	State Controller's Central Payroll System. 1950	Box 44/16
A.N. 264	Monies Deposited in Trust in Custody of State Treasurer. 1950	Box 44/17
A.N. 265	Hypnotic Drug Act (SB1005), State Board of Pharmacy. 1949	Box 44/17
A.N. 266	Accounting - Service Revolving Fund. 1950	Box 44/17
A.N. 270	State Employees' Retirement System, Annual Statement of Members' Contributions. 1950	Box 45/1
A.N. 272	Organizational Study of Departmental Accounting Office, California Youth Authority. 1950	Box 45/2
A.N. 275	<b><i>Revision of Descriptive Pamphlets on California State Government. 1949-1950</i></b>	Box 45/2
A.N. 278	Tabulating Machine System - Division of Accounts and Disbursements, Department of Finance. 1950	Box 45/2
A.N. 282	Allocation of Cost, State Board of Equalization. 1954	Box 45/2
A.N. 287	State Compensation Insurance Fund. 1950	Box 45/3
A.N. 288	Employee Suggestion and Award Program. 1950	Box 45/3
A.N. 289	Survey of Training and Treatment, Proposed Reception Centers, California Youth Authority. 1951	Box 45/3
A.N. 290	Long Distance Telephone Calls. 1950-1954	Box 45/3
A.N. 291	Comparative Cost of Air and Rail Travel by State Employees. 1950	Box 45/3
A.N. 298	Punched Card Operators - Franchise Tax Board. 1950	Box 45/4
A.N. 301	Survey and Recommendation regarding Department of Finance Property and Service Activities. 1950	Box 45/4
A.N. 304	Study of Position of M.F. Small, Departmental Secretary to the Governor. 1950	Box 45/4

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 309	Material on Department of Finance for 1950 Blue Book. 1950	Box 45/4
A.N. 311	Office Audit Operations - Social Welfare - Bureau of Claims Accounting. 1950	Box 45/4
A.N. 313	Purchasing Division - Blanket Purchase Estimates and Orders. 1950	Box 45/4
A.N. 314	Policies and Procedures regarding Use of Microfilm in Vital Records Section, Department of Public Health. 1950	Box 45/4
A.N. 317	State Administrative Manual Plan to Replace Department of Finance Circular Letters. 1950	Box 45/4
A.N. 319	Tabulating Card Procurement Cost Study. 1950	Box 45/5
A.N. 320	Department of Social Welfare Cost Accounting. 1950-1951	Box 45/5
A.N. 320	Cost Accounting Procedures, Department of Social Welfare. 1950	Box 45/5
A.N. 322	Legislative Claim of Department of Professional and Vocational Standards of California. 1950	Box 45/5
A.N. 323	State College Dormitory Program. 1950	Box 45/5
A.N. 324	Information in Response to Questionnaire for Council of State Governments. 1950	Box 45/5
A.N. 327	State Administration of Federal Surplus Food Commodities. 1950	Box 45/5
A.N. 327	Study of Surplus Food Administration. 1950	Box 45/6
A.N. 333	Remington Rand Survey of Real Estate Division Filing System. 1950	Box 45/6
A.N. 335	Division of Water Resources Requested Organizational Changes. 1950-1951	Box 45/6
A.N. 342	Delivery Procedures, State Printing Office. 1950	Box 45/6
A.N. 345	Review of Training Program. 1950	Box 45/6
A.N. 346	Department of Public Health - Interim Progress Report on Accounting. 1950-1951	Box 45/6
A.N. 348	Industrial Accident Commission Referee's Authority to Issue Decisions. 1951	Box 45/7
A.N. 349	State Offices Open Saturday in A.M. 1950	Box 45/7
A.N. 353	College Auxiliary Enterprise Fund Accounting. 1950-1951	Box 45/7
A.N. 358-5	Secretary of State File System. 1950	Box 45/7
A.N. 361	Civil Defense Resources Inventory. 1950	Box 45/7
A.N. 364	Teacher's Retirement System Protection of Records. 1950-1951	Box 45/7
A.N. 365	Use of Rear View Mirrors on Cars. 1950-1951	Box 45/7
A.N. 369	Punched Card Accounting - Department of Veterans' Affairs. 1954-1955	Box 45/7
A.N. 370	Evaluation of Program of California Commission on Interstate Cooperation. 1950	Box 45/7
A.N. 380	Department of Justice Billing Services. 1953	Box 45/7
A.N. 384	Summarization of Laws regarding Crediting of Revenues and Income. 1950	Box 45/7
A.N. 385	Social Welfare Overpayment Detection and Collection. 1950	Box 45/7
<b>A.N. 391</b>	<b><i>Methods of ???? Used in Destroying Obsolete Records. 19501-1952</i></b>	Box 45/8



**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 399	?????	Box 45/8
A.N. 400	Survey of Personnel Section. Division of State Colleges and Teachers Education. 1951	Box 45/9
A.N. 405	Proposed Board of Control Rules for Use of State-Owned Motor Vehicles. 1951-1952	Box 45/9
A.N. 407	Central Microfilm Services. 1951	Box 45/10
A.N. 410	Analysis of Real Property Functions, Department of Finance. 1952	Box 45/10
A.N. 413	Department of Justice - Filing System and Controls, Including Mail Control Operations. 1951	Box 45/10
A.N. 414	Adult Authority, Bureau of Paroles, Central Indexes and Case Files of Parolees. 1951	Box 45/10
A.N. 418	Archives Section Workload, Secretary of State. 1951	Box 45/10
A.N. 420	Manual of Accounting Procedures for the Inmate Welfare Fund. 1956	Box 45/10
A.N. 421	Filing Equipment for Veterans Homes, Department of Veterans' Affairs. 1951	Box 45/10
A.N. 425	Legislative Bill Analysis. 1951	Box 45/11
A.N. 426	Youth Authority - Administrative Structure, Preston School of Industry. 1951	Box 45/11
A.N. 428	Organization of Legal Section, Department of Employment. 1951	Box 45/11
A.N. 431	Assistant Investment Advisor, Department of Finance. 1950-1951	Box 45/11
A.N. 438	Organizational Study, Division of Permits and Fees, Public Utilities Commission. 1951	Box 45/11
A.N. 439	Office Survey, Division of fairs and Expositions. 1951	Box 45/11
A.N. 440	Organizational Survey - Division of Instruction, Department of Education. 1953	Box 45/11
A.N. 445	Organizational Request - Research Division, Transportation Department, Public Utilities Commission. 1951	Box 45/11
A.N. 450	Medical Staffing Pattern for Mental Hospitals. 1951	Box 45/12
A.N. 451	Inmate Records and Proposed Chief Records Officer, Department of Corrections. 1951-1952	Box 45/12
A.N. 454	Policy and Procedural Survey of Services and Supply Activity, Division of Highways. 1951	Box 45/12
A.N. 457	Department of California Highway Patrol General File System. 1952	Box 45/12
A.N. 465	Organizational Survey - Top Structure - Division of Water Resources. 1951	Box 45/12
A.N. 469	Organization Study, Bureau of Sanitary Engineering, Department of Public Health. 1952	Box 45/12
A.N. 470	Organizational Study, Bureau of Records and Statistics, Department of Public Health. 1953	Box 45/12
A.N. 471	Analysis of Desirability and Methods of Establishing a System of Policy Directives for Governor's Use. 1951	Box 45/12
A.N. 472	Filing System - Department of Education, Bureau of School	Box 45/12

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

	Accounts and Records. 1951	
A.N. 475	Department of Fish and Game - Organization Study. 1952	Box 45/12
A.N. 476	Department of Justice - Proposed Organizational Plan for Divisions of Criminal Law and Criminal Law Enforcement. 1952	Box 45/13
A.N. 484	Manual of Accounting Procedures for the Correctional Industries Revolving Fund. 1954	Box 45/13
A.N. 487	Recommended Organization for Water Management and Control. 1951-1952	Box 45/14
A.N. 489	Department of Finance, Local Allocation Division - Organization Study. 1951	Box 45/14
A.N. 490	Organization and Procedures for Acquisitions of Land by Beaches and Parks Division, Department of Natural Resource. 1951	Box 45/14
A.N. 497	Automotive Management - Organizational Survey. 1952	Box 45/14
A.N. 503	Organizational Proposal, Utilities Department Engineering Staff, Public Utilities Commission. 1952	Box 45/14
A.N. 509	Central Files, Division of Beaches and Parks, Department of Natural Resources. 1952	Box 45/14
A.N. 512	Fiscal Management and General Bibliography Revision. 1952	Box 45/14
A.N. 525	State Library Program, Organization and Procedures. 1953	Box 45/14
A.N. 531	Central File System, Department of Agriculture. 1953	Box 45/15
A.N. 532	File System and Procedures, Department of Fish and Game. 1954	Box 45/15
A.N. 536	Organization of Division of Transportation, Public Utilities Commission. 1953-1954	Box 45/15
A.N. 537	Department of Employment - Organization of Division of Administrative Services. 1952	Box 45/12
A.N. 538	Disaster Procurement and Disbursement, Office of Civil Defense. 1952	Box 45/15
A.N. 541	Ordering and Distributing the Administrative Code and Register. 1953	Box 45/16
A.N. 542	Use of Personnel Officer Positions. 1953-1955	Box 45/16
A.N. 543	State College Libraries, Department of Education. 1953-1954	Box 45/16
A.N. 547	Review of Stores Accounting System, Department of Institutions. 1954	Box 45/16
A.N. 549	Fire Prevention Education Position, Division of Forestry. 1954	Box 45/16
A.N. 550.1	Organization and Staffing Pattern of Contractor's State Licensing Board. 1952	Box 45/16
A.N. 552	Teletype Charges - Department of Motor Vehicles and Department of California Highway Patrol. 1953	Box 45/16
A.N. 554	Review of Tax Refund Procedures. 1956	Box 45/16
A.N. 555	Manual of Cost Accounting Procedures for Buildings and Grounds Division, Department of Finance. 1954	Box 45/16
A.N. 558	Replacement of State Automobiles. 1953	Box 45/16
A.N. 560	Accounting Instructions for the Purchasing Revolving Fund. 1952-1955	Box 45/16
A.N. 562	Pro-Rating Department of Education Administrative Expense	Box 45/17

**APPENDIX A: State Agency Survey Reports, 1942-1963**
**Dept. of Finance**
**R157.5**

	Between Funds. 1954	
A.N. 564	File Equipment, Institution Stores Record Cards. 1956	Box 45/17
A.N. 566	Ratio of Placement Officers to Supervising Placement Officers, California Youth Authority. 1953	Box 45/17
A.N. 569	Management Survey for Department of Finance - Departmental Headquarters Review of Institutional Transactions. 1953-1961	Box 45/17
A.N. 570	Bureau of Vocational Rehabilitation - Organizational Location of San Jose and Salinas Local Officers. 1953	Box 45/17
A.N. 572	Departmental Administration, Top Level Staffing, Youth Authority. 1953	Box 45/17
A.N. 573	Organization of State Correctional Agencies. 1953	Box 45/17
A.N. 575	Installation of Freight Traffic Statistics System. 1953	Box 45/17
A.N. 576	Use of Machine Bookkeeping in State Colleges, Business Offices. 1954	Box 45/17
A.N. 581	Organizational Location of Engineering Positions, Department of Fish and Game, Wildlife Conservation Board. 1953	Box 45/17
A.N. 583	Cost of Uniform State Pay Roll System. 1953	Box 45/17
A.N. 584	Organizational Survey, Administrative Services, Division of Water Resources. 1953	Box 45/17
A.N. 586	Assessment of Uniformed Officers of the California Highway Patrol to Office and Clerical Duties. 1953	
A.N. 588	Organizational and Procedural Survey of the Los Angeles Center and San Diego Center, California Industries for the Blind, Department of Employment. 1953	
A.N. 592	Department of California Highway Patrol, Organization of Top Structure. 1953	
A.N. 597	Changes to Persons Other than Inmates for <i>Medical</i> and Hospital Services at State Facilities. 1954	
A.N. 598	Organization of the Appeals Division, Unemployment Insurance Appeals Board, Department of Employment. 1953	
A.N. 600	Board of Control Rule 714 - Per Diem Allowances. 1953	
A.N. 601	Master Index and Uniform File Procedures, Colorado River Board. 1953	
A.N. 603	Proposed Consolidation of Bureaus of Adult Health and Chronic Diseases, Division of Preventive Medical Services, Department of Public Health. 1953	
A.N. 604	Organizational Survey, California Aeronautics Commission. 1953	
A.N. 605	State Employees' and Teachers' Retirement Systems, Organization of Actuarial Function. 1953	
A.N. 606	Procedures Survey, Department of California Highway Patrol. 1954	
A.N. 607	Organization of Department of California Highway Patrol. 1954	
A.N. 609	Progress Report on Organizational Survey of Division of Forestry. 1954	Box 46/1
A.N. 611.3	Organization of Land, Lease, and Space Allocation Functions,	Box 46/2

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

	Department of Finance. 1953	
A.N. 611.4	Reorganization of Buildings and Grounds Division, Department of Finance. 1954	Box 46/2
A.N. 612	State Printing Office - Accounting System. 1954	Box 46/2
A.N. 614	Functional Responsibilities of Division of Industrial Safety, Department of Industrial Relations and the Bureau of Adult Health, Department of Public Health. 1954	Box 46/2
A.N. 615	Central and Field Organization, Franchise Tax Board. 1955	Box 46/2
A.N. 617	Microfilm Usage Standards and Procedures. 1953	Box 46/2
A.N. 618	Organizational Location and Summary of All Rehabilitation Services in State Agencies. 1953-1954	Box 46/2
A.N. 620	Review of Organization Structure, Division of Architecture. 1954	Box 46/2
A.N. 621	Department of Corrections, Classification and Parole Workload Survey of Prisons. 1954	Box 46/2
A.N. 623	Functional Review, Aeronautics Commission. 1954	Box 46/2
A.N. 624	Financing of Services by Fire Marshal's Office to Unincorporated Areas. 1954	Box 46/2
A.N. 628	Staffing for Farm Labor Contractor Investigation. 1955	Box 46/2
A.N. 635	Possible Application of IBM Computers, Department of Industrial Relations. 1953-1956	Box 46/2
A.N. 641	Accountability of Books, Department of Justice. 1954	Box 46/3
A.N. 643	Field Office Organization, Department of Social Welfare. 1954	Box 46/3
A.N. 644	Papers Describing the Fiscal Control Activities of the Department of Finance.	Box 46/3
A.N. 645	Management Survey - Revised Accounting Procedures for College Auxiliary Enterprise Fund. 1962	Box 46/3
A.N. 648.1	Bond and Warrant Operations - State Treasurer's Office. 1954	Box 46/3
A.N. 648.2	Reorganization of the Bureau of Claim Audits, State Controller's Office. 1953	Box 46/3
A.N. 649	Interdepartmental Mail Service, Department of Finance. 1953-1954	Box 46/4
A.N. 652	Department of Employment, Audit Report Recommendations. 1953-1954	Box 46/4
A.N. 655	Review of State Purchasing Policies. 1954	Box 46/4
A.N. 656	Division of Administrative Procedures - Staffing, Procedures and Costs. 1954	Box 46/4
A.N. 670	Disposal and Destruction of State Records and Waste Paper. 1955	Box 46/4
A.N. 671	Personnel Files, Department of Mental Hygiene. 1955	Box 46/4
A.N. 674	Review of Reclamation Board Files. 1954	Box 46/4
A.N. 677	Review of the Reorganization of the Tax Collection and Motor Vehicle Fuel Tax Refund Proposed by the State Controller. 1954	Box 46/4
A.N. 678	Application of Partial Tax Payments. 1955	Box 46/4
A.N. 680	Review of Consolidation of Tax Collection and Motor Vehicle Fuel Tax Refund Division, Controller. 1954	Box 46/5
A.N. 681	Clerical Workload and Procedures - Secretary of State's Office.	Box 46/5

**APPENDIX A: State Agency Survey Reports, 1942-1963**
**Dept. of Finance**
**R157.5**

	1954	
A.N. 682	Audit Report Recommendations, Langley Porter Clinic. 1954	Box 46/5
A.N. 684	Audit Report - Lease Records. 1954	Box 46/5
A.N. 686	Alcoholic Rehabilitation Commission. 1954	Box 46/5
A.N. 692	Cost Accounting Procedures - Division of Architecture. 1954	Box 46/5
A.N. 695	Hardship Criteria for Administration of Chapter 1551, Statutes of 1949, Water Pollution Control Board. 1954	Box 46/5
A.N. 696	Management Survey for Franchise Tax Board - Use of Data Processing Equipment. 1960	Box 46/5
A.N. 698.1	Audit Recommendations, Department of Public Health. 1955	Box 46/5
A.N. 701	Evaluation of Workload and Staffing, Wildlife Protection Branch, Department of Fish and Game. 1954	Box 46/5
A.N. 706	Records Management Program. 1954	Box 46/5
A.N. 707	Management Survey for the State Employees' Retirement System Punched Card Installation. 1954-1958	Box 46/6
A.N. 708	Laws and Policies Relating to State Beaches and Parks. 1954	Box 46/6
A.N. 711	Program and Organizational Review, Venereal Disease Control Function, Department of Public Health. 1954	Box 46/6
A.N. 712	Department of Employment, Organization Study. 1954	Box 46/6
A.N. 713	Organization of the Insurance Compliance and Legal Division, Department of Insurance. 1956	Box 46/6
A.N. 715	Purchasing Revolving Fund. 1954-1955	Box 46/6
A.N. 718	Sales and Service of the Documents Section, Printing Division, Department of Finance. 1955	Box 46/6
A.N. 720	Cooperative Personal Service, State Personnel Board - Survey of Operations. 1954-1955	Box 46/6
A.N. 723	Organization Structure, Department of Alcoholic Beverage Control. 1954	Box 46/7
A.N. 733	Microfilm Program for Vital Records, Department of Public Health. 1956	Box 46/7
A.N. 734	Possible Integration, Military Department and Office of Civil Defense. 1954	Box 46/7
A.N. 739	Establishment and Control of Concessions on State Property. 1954-1957	Box 46/7
A.N. 740	Estimate of Savings Possible from Efficiency Recommendations Made in Accounting and Auditing for the State of California, Survey for the Joint Legislative Budget Committee by Price Waterhouse and Company. 1955	Box 46/7
A.N. 741	Retention of Accounting Records. 1955-1956	Box 46/7
A.N. 743	Legislation to Amend the Burns Collier Act. 1955	Box 46/7
A.N. 744	Organization of Mental Hospitals and Headquarters. 1955-1957	Box 46/8
A.N. 745	Mechanization of Automobile Driver Licenses. 1955-1956	Box 46/8
A.N. 746	Staffing Standards for Fish Hatcheries, Department of Fish and Game. 1955	Box 46/8
A.N. 750-1	Library Distribution System: Allocating Costs. 1954	Box 46/8

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 750-6	Need for Supervisors of Academic Instruction in Youth Authority Schools. 1954-1955	Box 46/8
A.N. 751	Organization and Functional Review, Automotive Management Unit, Department of Finance. 1955	Box 46/8
A.N. 753	Printing of State Textbooks, Department of Education and Printing Division. 1955	Box 46/8
A.N. 758	Tobacco Tax Administration, Board of Equalization. 1955	Box 46/9
A.N. 761	Organization of Geologic Staff, Division of Water Resources. 1955	Box 46/9
A.N. 765	Test Pool Files, State Personnel Board. 1955	Box 46/9
A.N. 766	Organizational Survey, Office of the State Fire Marshall. 1955-1956	Box 46/9
A.N. 768	Policy for Investing Treasury Cash. 1955	Box 46/9
A.N. 771	Reorganization Proposal, Bureau of Livestock Identification, Department of Agriculture. 1955	Box 46/9
A.N. 772	Applicability of Punched Card Methods for Sacramento State College. 1955	Box 46/9
A.N. 775	Board of Control - Institutional Laundry and Dry Cleaning Service. 1957.	Box 46/9
A.N. 777	Administrative Organization - Department of Finance - Printing Division. 1956	Box 46/10
A.N. 779	Policy for Purchase of Electric Typewriters, Department of Finance. 1956	Box 46/10
A.N. 781.1	Hearing Procedures - Department of Alcoholic Beverage Control. 1955-1956	Box 46/10
A.N. 781.2	Accounting and Cashiering Functions of Department of Alcoholic Beverage Control. 1955	Box 46/10
A.N. 782	Management Survey for the Board of State Harbor Commissioners for San Francisco Harbor. 1955	Box 46/10
A.N. 782.2	San Francisco Harbor - Belt Line Railroad Organization and Staffing Pattern. 1955	Box 46/11
A.N. 786	Combining Treasury Trust Banking Accounts. 1955	Box 46/11
A.N. 788	Organization and Staffing Pattern, Bureau of Records and Reports, Department of Public Health. 1955-1956	Box 46/11
A.N. 790	Organization, Procedures and Program, Bureau of Vector Control, Department of Public Health. 1955-1956	Box 46/11
A.N. 791	Organizational Survey, State Athletic Commission. 1955	Box 46/11
A.N. 794	Cost Control-Services by Attorney General. 1955	Box 46/11
A.N. 795	Notary Public Activities. 1955-1956	Box 46/11
A.N. 796	Establishing Legislative Audit Bureau (Chapter 1699, Statutes of 1955). 1955	Box 46/11
A.N. 799	Department of Fish and Game Marine Fisheries Branch Organization Study. 1955-1956	Box 46/12
A.N. 800.1	State Organization Recommended for Alcoholic Beverage Control in California. 1954	Box 46/12

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 800.2	Creation of an Organization and Cost Control Agency in State Government. 1954-1956	Box 46/12
A.N. 800.3	Formal Statements to Legislative Committees - Comments on Proposed Public District Securities Commission. 1954	Box 46/12
A.N. 800.5	Statement on Management of Water Resources. 1953	Box 46/12
A.N. 800.7	Comments on Organization of a State Planning Agency. 1954	Box 46/12
A.N. 800.8	Management of General Services Units in California State Government. 1954	Box 46/12
A.N. 800.9	State Organization Recommended for a Department of Revenues. 1954-1955	Box 46/13
A.N. 800.12	Statement to Assembly Committee on Governmental Organization regarding Creation of a State Department of Water Resources. 1955	Box 46/13
A.N. 800.13	Organizational Aspects of AB622 Youth Work Experience Program. 1955	Box 46/13
A.N. 803	Review Licensing Procedures, Department of Fish and Game. 1955	Box 46/13
A.N. 804	Plans and Specifications for Public Schools. 1955-1956	Box 46/13
A.N. 805	Organization of Legal Section, Department of Employment. 1955	Box 46/13
A.N. 807	Organization Survey - Department of Natural Resources, Division of Beaches and Parks. 1955-1956	Box 46/13
A.N. 809	Charges for Easements Across State Lands. 1955-1956	Box 46/13
A.N. 810	Comparative Review of the Field Organization of the Division of Adult Paroles and Other Selected State Agencies. 1955-1956	Box 46/13
A.N. 812	Organization of Accounting Bureau, Department of Industrial Relations. 1955-1956	Box 46/13
A.N. 813	Driver's License Files. 1955	Box 46/13
A.N. 816	Fiscal Provisions - Public Building Construction Account. 1956	Box 46/13
A.N. 819	Pre-Audit of Claims, State Controller's Office. 1956	Box 46/13
A.N. 820	Prepare New Edition of Guide to California State Government. 1956	Box 46/14
A.N. 821	Purchase of IBM Equipment, Department of Finance. 1957	Box 46/14
A.N. 823	Compliance by the California Highway Patrol with Administrative Survey Recommendations. 1956	Box 46/14
A.N. 824	Purchase of Supplies and Equipment without Submission of Bids. 1956	Box 46/14
A.N. 825	Safety Belts. 1956	Box 46/14
A.N. 827	Accessories for State Automobiles. 1956	Box 46/14
A.N. 828	Administrative Organization of the California State Colleges - Department of Education. 1956	Box 46/14
A.N. 829	Filing System and Application Processing System, Division of Corporations. 1956-1957	Box 46/15
A.N. 837	General Organization, Staffing and Procedures, Division of Adult Paroles. 1956-1957	Box 46/15
A.N. 839	Organization of Youth Authority. 1956	Box 46/16

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 842	Organization Study - State Treasurer's Office. 1956	Box 46/17
A.N. 846	Accounting Instructions - Public Buildings Construction Fund. 1956	Box 47/1
A.N. 847	Management Survey for the Department of Water Resources - Organization of the Department, Southern California District Office, and Administrative Division. 1956	Box 47/1
A.N. 847.1	Closed Circuit Television for Records Reference - Department of Water Resources. 1956	Box 47/1
A.N. 847.2	Department of Water Resources - Consultation, Advice and Preliminary Assistance in Establishing Machine Computer System. 1956	Box 47/1
A.N. 847.3	Organization of Resources Planning Division and Design and Construction Division, Department of Water Resources. 1956-1957	Box 47/1
A.N. 852	Finance Organizational Study. 1956	Box 47/1-2
A.N. 854	Mechanization of Securities Accounting, Treasurer's Office. 1956	Box 47/2
A.N. 855	Department of Education- Organization Review - State Colleges and Teachers Education Division. 1956-1957	Box 47/2
A.N. 856	Evaluation of visiting Nurse Program - Personnel Board. 1956	Box 47/2
A.N. 858	Proposed Reorganization, Department of Professional and Vocational Standards.	Box 47/4
A.N. 851	Kosher Meat and Food Preparation Sales Law - Joint Legislative Budget Committee. 1956-1957	Box 47/4
A.N. 862	Organization of the Department of Investment and Housing Division of the Department of Industrial Relations. 1956	Box 47/4
A.N. 863	Administration of the Bureau of Crippled Children Services, Department of Public Health. 1956-1957	Box 47/4
A.N. 864	Insurance Programs for the State. 1957	Box 47/4
A.N. 865	Organization and Functions of the Division of Education Assistance, Department of Veterans' Affairs. 1957	Box 47/4
A.N. 866	State Teachers' Retirement System Organization, Policy, and Staffing Survey. 1956-1957	Box 47/4
A.N. 867.1	Electronic Data Processing Machine Feasibility Study, Department of Motor Vehicles. 1957	Box 47/4
A.N. 868	Program, Policies, and Organization, Langley Porter Clinic, Department of Mental Hygiene. 1957	Box 47/5
A.N. 870	Motion Picture Equipment for State Agencies. 1957	Box 47/5
A.N. 871	Department of Mental Hygiene, Hospital Agents Staffing, Workloads, and Procedures. 1957	Box 47/5
A.N. 872	Top Structure - Office of the State Fire Marshall. 1957	Box 47/5
A.N. 874	Mechanization and Centralization of Licensing Issuing Procedures, Department of Professional and Vocational Standards. 1959-1960	Box 47/5
A.N. 877	Department of Natural Resources - Division of Beaches and Parks and Park Commission - Legal Relationship. 1957-1958	Box 47/5
A.N. 877.1	Organization and Administration of the Division of Beaches and	Box 47/5



**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

	Parks and the State Park System. 1957	
A.N. 878	Salvage of Abandoned Vessels and Cargo Lying on Tide and Submerged Lands Owned by the State. 1957	Box 47/5
A.N. 879	Revise Accounting System, Department of Water Resources. 1957	Box 47/6
A.N. 880	Management Survey of the California Public Utilities Commission. 1958-1962	Box 47/6
A.N. 881	Coordinate State Procurement of Federal Surplus Property. 1957	Box 47/6
A.N. 883	Survey of Accounting Records, Procedures, and Internal Control - Guardianship, Department of Mental Hygiene. 1957-1958	Box 47/6
A.N. 884	Organization and Operational Improvement in California State Government.	Box 47/7
A.N. 886	Governor's Office - Insurance Company Tax. 1957-1960	Box 47/7
A.N. 887	Review Inventory System - State Agency for Federal Surplus Property. 1957-1958	Box 47/7
A.N. 889	General Management Survey of the State Personnel Board. 1957-1958	Box 47/8
A.N. 890	Stock Received Reports. 1957	Box 47/8
A.N. 893	Organization of California State Police. 1957-1958	Box 47/8
A.N. 894	Accounting System, California State Fair and Exposition. 1957-1959	Box 47/8
A.N. 895	Review Organizational Implications of Soledad Prison Budget Request. 1957	Box 47/8
A.N. 896	Department of Mental Hygiene - Bureau of Patient's Accounts Ability to Pay. 1957-1960	Box 47/9
A.N. 897	Separation of Duties Relating to Cash and Licensing Procedures of Department of Fish and Game. 1957-1958	Box 47/9
A.N. 902	Methods of Handling Freight Shipments. 1957	Box 47/10
A.N. 906	State Property Acquisition Practice. 1959-1960	Box 47/10
A.N. 909	Department of Insurance Mechanizing Licensing Procedures. 1957-1958	Box 47/10
A.N. 911.1	Cash Trust Records and Procedures, State Prison at San Quentin. 1957	Box 47/10
A.N. 918	Transferring the Treasurer's Warrant and Check Machine Processing to the Controller's Office. 1957-1958	Box 47/10
A.N. 920	Department of Finance Investment Procedures. 1957-1958	Box 47/10
A.N. 923	Board of Control - Headquarters of State Officials. 1958	Box 47/10
A.N. 925	General Management Survey for the Department of Public Health. 1958	Box 47/11
A.N. 928	Organization of Top Structure - Division of Special Schools and Services, Department of Education. 1957-1958	Box 47/11
A.N. 930	Management Survey for Staffing of Adult Authority. 1958	Box 47/11
A.N. 933	Management for the State Employees' Retirement System - Organization of the Top Structure. 1958	Box 47/11
A.N. 934	Organizational Study, Tabulating Unit, Board of Equalization.	Box 47/11

**APPENDIX A: State Agency Survey Reports, 1942-1963**
**Dept. of Finance**
**R157.5**

	1957-1958	
A.N. 938	Board of Control - Travel Expenses. 1958	Box 47/11
A.N. 941	Internal Control and Cost Accounting, Department of Finance - Printing Division. 1958-1959	Box 47/11
A.N. 942	Accumulation of Functional Costs, Department of Fish and Game. 1958-1959	Box 47/12
A.N. 944	Overall Management Study of the Board of Equalization. 1958	Box 47/12
A.N. 953	Study of Machine Feasibilities for Cost Accounting, Division of Highways. 1958	Box 47/12
A.N. 955.1	Department of Water Resources Reconnaissance Study of Accounting System and Records. 1958	Box 47/12
A.N. 955.2	Department of Water Resources Accounting System. 1958-1960	Box 47/12
A.N. 956	Department of Finance - Computation and Allocation of General Administration Costs. 1959	Box 47/13
A.N. 960.3	Department of Finance - Data Processing System for Sacramento Office, State Lands Division. 1960	Box 47/13
A.N. 961	Department of Motor Vehicles - Requirement for an IBM Type 650 Magnetic Drum Data Processing Machine. 1958	Box 47/13
A.N. 962	Department of Justice - Division of Criminal Law and Enforcement - Centralization and Transference of Punched Card Operators. 1958	Box 47/13
A.N. 964	Division of Highways - Review of the Punched Card System Used by the State-Owned Toll Bridges. 1959-1960	Box 47/13
A.N. 966	Department of Agriculture - Use of Data Processing Equipment and Department of Agriculture. 1960	Box 47/13
A.N. 967	Reallocation of Certain Functions, Bureau of Criminal Statistics, Department of Justice. 1958	Box 47/13
A.N. 969.1	Conversion of Securities to Restricted Form to Delay Vault Expansion, State Treasurer's Office. 1958-1960	Box 47/14
A.N. 970	Establishment of a Punched Card Machines Installation, Department of Water Resources. 1958	Box 47/14
A.N. 971	Management Survey of the Reclamation Board. 1958	Box 47/14
A.N. 974	Department of Finance - Review of State Agency Audit of Invoices. 1960	Box 47/14
A.N. 983	Community Relations Reimbursements - State College Presidents, State Colleges. 1958-1959	Box 47/14
A.N. 987.2	Accounting for Institutions Which Have Their Own Accounting Offices - Department of Youth Authority. 1960	Box 47/15
A.N. 988	Cash Receipt Procedures - Secretary of State. 1958	Box 47/15
A.N. 990	Administration of State College System, Department of Education. 1958	Box 47/15
A.N. 992	Management Survey, Department of Education, California Industries for the Blind. 1958-1959	Box 47/15
A.N. 996	Manual of Accounting Procedures for the Port of San Francisco. 1958-1961	Box 47/15

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 997	State Water Rights Board, Recording Water Rights Filings. 1958-1959	Box 47/16
A.N. 999	Board of Control - Use of Credit Cards for Purchase of Rail and Air Transportation. 1958-1959	Box 47/16
A.N. 1003	State Fire Training Program, Department of Education. 1958	Box 47/16
A.N. 1007	Management Survey of the Bureau of Narcotic Enforcement, Department of Justice. 1958-1959	Box 47/16
A.N. 1013	Department of Alcoholic Beverage Control - Mechanization of Licensing Procedures. 1961	Box 47/16
A.N. 1017	Withdrawals from Water Commission Revolving Fund. 1958-1959	Box 47/16
A.N. 1020	Department of Finance - Vehicle Parking Facilities for State Employees. 1960	Box 47/16
A.N. 1021	Review of Computer Experience and Requirements, Department of Water Resources. 1959	Box 47/16
A.N. 1022	Survey of the Bureau of Livestock Identification, Department of Agriculture. 1959	Box 47/16
A.N. 1025	Policy for the Use of Private Capital in the Development of State Park Facilities, Department of Natural Resources. 1958-1959	Box 47/17
A.N. 1029	Progress Report - Essential Records Survey. 1959	Box 47/17
A.N. 1031	Retention File and Disposition of Personnel Records, Department of Education. 1959-1960	Box 47/17
A.N. 1032	Survey of Organization and Methods of Depository Library System, Department of Finance. 1959	Box 47/17
A.N. 1042	Auditing and Fiscal Procedures of the Architecture Revolving Fund, Division of Architecture, Department of Public Works. 1959	Box 47/17
A.N. 1048	Plant Maintenance Budgeting and Accounting Procedures at State Colleges and the University of California. 1959	Box 47/17
A.N. 1051	Administrative Survey of Bureau of Milk Control, Department of Agriculture. 1959	Box 47/17
A.N. 1055	Department of Finance Library Facilities. 1960	Box 48/1
A.N. 1057	Department of Mental Hygiene - Statistical Research Bureau. 1959-1960	Box 48/1
A.N. 1060.1	Organization of the Department of California Highway Patrol. 1959	Box 48/1
A.N. 1060.3	Budget Procedures, Department of California Highway Patrols. 1959	Box 48/1
A.N. 1060.4	Administrative Procedures and Services of the Department of California Highway Patrol. 1959	Box 48/1
A.N. 1061	Property Procedures and Accounting, California Disaster Office. 1959	Box 48/1
A.N. 1070	Evaluation of Organization and Staffing, Division of Small Craft Harbors, Department of Natural Resources. 1959	Box 48/1
A.N. 1072	Management Survey, Division of Farm and Home Purchase, Department of Veterans Affairs. 1959-1960	Box 48/2

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 1077	Records Management in the Department of Professional and Vocational Standards. 1959-1960	Box 48/2
A.N. 1078	General Management Survey for the Department of Social Welfare. 1960	Box 48/2
A.N. 1079	Records Management Study, San Francisco Office of the Attorney General. 1959	Box 48/2
A.N. 1087	Department of Finance - Purchase of Additional IBM Electric Accounting Machine Equipment. 1959	Box 48/2
A.N. 1088	Use of Substitute for Remittance Advice File. 1960	Box 48/2
A.N. 1092	Department of Justice - Billing for Teletype Services. 1960	Box 48/2
A.N. 1098	A Program for Paperwork Management in California State Government. 1961	Box 48/3
A.N. 1100	Firefighters' Meal Cost Deductions. 1960	Box 48/3
A.N. 1104	Department of Mental Hygiene - Maximum Rate for Pay Patient's Board. 1960	Box 48/3
A.N. 1105.1	Personnel Recordkeeping in State Agencies. 1962	Box 48/3
A.N. 1115	More Equitable Banking Arrangements in the Sacramento Area. 1961	Box 48/3
A.N. 1118	Department of Justice - Uniform Supervision of Trustees for Charitable Purposes Act. 1960	Box 48/3
A.N. 1121	Department of Agriculture - Management Survey, 1960-1964	Box 48/3
A.N. 1126	Care and Treatment of Disabled Veterans in California. 1960	Box 48/3
A.N. 1134	Feasibility Study - Department of Mental Hygiene Facilities. 1960-1961	Box 48/4
A.N. 1135	Music in Machine Installations. 1960-1963	Box 48/4
A.N. 1137	Public Utilities Commission - Mechanization of Licensing Procedures. 1962	Box 48/4
A.N. 1145	Organization Structure of the Division of Real Estate. 1960	Box 48/4
A.N. 1147	Department of Justice - Accounting Records. 1961	Box 48/4
A.N. 1148	Accounting for the Small Craft Harbor Bond, Improvement, and Harbor Bond Sinking Funds. 1960	Box 48/4
A.N. 1153	State College System - Uniform Accounts and Procedures for National Defense Student Loan Program. 1961	Box 48/4
A.N. 1154	Departments of Corrections and Youth Authority Data Processing Methods. 1960-1961	Box 48/4
A.N. 1156	State Funds Allocated to Cities for Street Construction - Division of Highways. 1960	Box 48/5-6
A.N. 1159	Use of Data Processing Machines of the Department of Education Educational Agency for Surplus Property. 1960-1962	Box 48/7
A.N. 1160	Mechanical Maintenance of State-Owned Data Processing Equipment. 1960-1962	Box 48/7
A.N. 1165	Survey of the Department of Agriculture Accounting Systems. 1961	Box 48/7
A.N. 1167	Paperwork Management Handbook Records Disposition. 1961	Box 48/7

**APPENDIX A: State Agency Survey Reports, 1942-1963****Dept. of Finance****R157.5**

A.N. 1168	Workload Measurement, Claims and Rates Service, Department of Veterans Affairs. 1961	Box 48/7
A.N. 1171	Board of Control Travel Expenses. 1962-1963	Box 48/7
A.N. 1175	California State Fair and Exposition Accounting Records. 1961	Box 48/7
A.N. 1182	Department of Finance - Records Disposition Program. 1961	Box 48/7
A.N. 1183	Plan for First Meeting of Interagency Paperwork Management Conference. 1961	Box 48/7
A.N. 1185.1	Implementation of Survey for the Storage Facilities for State Records. 1961-1962	Box 48/7
A.N. 1185.2	Operating Policies, Standards and Procedures for the Storage of State Records. 1962	Box 48/7
A.N. 1188	Review of Organization and Personnel Practices of Military Department, Headquarters Staff. 1961	Box 48/8
A.N. 1199	Policies and Procedures Manual for the Property Acquisition Division. 1962	Box 49/9
A.N. 1207	Department of Agriculture - Development of Division Clerical Staffs. 1961	Box 49/10
A.N. 1209	General Management Survey of Contractor's State Licensing Board, Department of Professional and Vocational Standard. 1961	Box 49/10
A.N. 1211	Classification of Revenues. 1961	Box 49/10
A.N. 1218	Cost Analysis for Programs of the Housing Division, Department of Industrial Relations. 1961	Box 49/10
A.N. 1219	Allocation of Costs of Reclamation Board. 1961	Box 49/10
A.N. 1222	Paperwork Management Selected Bibliography. 1961	Box 49/10
A.N. 1225	Department of Conservation and Department of Parks and Recreation Task Force Group Report - Organization of Administrative Services. 1961	Box 49/11
A.N. 1231	Paperwork Management Handbook Shelf Files. 1961-1962	Box 49/11
A.N. 1232	Board of Nursing Education and Nurse Registration. 1962	Box 49/11
A.N. 1238	Year-End Accounting Instructions for June 30, 1962. 1962	Box 49/11
A.N. 1239	Reclamation Board Accounting System. 1961-1962	Box 49/11
A.N. 1241	Transportation of Administrative Personnel by Non-Scheduled Aircraft. 1961-1962	Box 49/11
A.N. 1249	State Employees' Contingency Reserve Fund. 1962	Box 49/12
A.N. 1251	Department of Agriculture Location of Field Units. 1962	Box 49/12
A.N. 1253	Easements Subject to Finance Approval. 1961	Box 49/12
A.N. 1254	Feasibility of Merging the Divisions of Labor Law Enforcement and Industrial Welfare, Department of Industrial Relations. 1962	Box 49/12
A.N. 1258	History of Management Analysis in the California State Department of Finance. 1962	Box 49/12
A.N. 1261	Administrative Procedure Hearing Schedule. 1963	Box 49/12
A.N. 1300	Department of Parks and Recreation-Division of Beaches and Parks - Organization of Technical Services. 1963	Box 49/12
A.N. 1301	Organizational Changes, Department of Employment, Division of Public Employment Offices and Benefit Payments. 1962	Box 49/13

**APPENDIX A: State Agency Survey Reports, 1942-1963**  
**R157.5**

**Dept. of Finance**

A.N. 1302	Division of Real Estate - Organization of Administrative Staff. 1962	Box 49/13
A.N. 1310	Management of Automotive Equipment in the Department of Fish and Game. 1963	Box 49/13
A.N. 1315	Management Study of the California Museum of Science and Industry. 1963	Box 49/13
A.N. 1319	Space Utilization Records and Procedures. 1963	Box 49/13
A.N. 1320	Management Review of State Teachers' Retirement System. 1963	Box 49/13
A.N. 1325	Control of Press-Numbered License Plate Stickers. 1962	Box 49/13
A.N. 1327	Organizational Changes, Department of Employment. 1962	Box 49/14
A.N. 1328	Budget Automation. 1962	Box 49/15
A.N. 1332	Building Standards Commission - Regulation, Procedures and Plans, 1962-1963	Box 49/15
A.N. 1336	Second Progress Report on Statewide Paperwork Management. 1963	Box 49/15
A.N. 1340.1	State Travel Bureau. 1963-1964	Box 49/15
A.N. 1344	State College Capital Outlay Process. 1962	Box 49/15
A.N. 1345	Administrative Staffing at the Berkeley Center, California Industries for the Blind. 1963	Box 49/16
A.N. 1355	Board of Control - Rental Rates for Employee Housing. 1963	Box 48/16
A.N. 1356	Administrative Costs of a Withholding and Estimate System for Collecting State Personal Income Taxes. 1963	Box 48/16
A.N. 1364	Analysis of Printing Plant Data Processing Operations. 1963	Box 48/16
A.N. 1369	Management Survey - Department of Professional and Vocational Standards - Board of Registration for Civil and Professional Engineers. 1963	Box 48/16
A.N. 1374	Management Survey - State Employees' Retirement System - Health Benefits Division. 1963	Box 48/16
A.N. 1378	Management Survey - Department of Education - Certification Office. 1963	Box 48/16
A.N. 1386	Review of State Water Rights Board Organizational Proposal. 1963	Box 48/16