The New York Public Library
Manuscripts and Archives Division

Guide to the

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

1861-1866
MssCol 22261

Summary

Creator: United States Sanitary Commission

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

Date: 1861-1866

Size: 97.93 linear feet (228 boxes, 23 volumes, 5 oversized folders)

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

Abstract: The Washington DC Archives, 1861-1866, consist of records of the following Sanitary Commission offices and departments based in Washington: the Central Office, the Special Relief Department, and the Supply Department, as well as the records of two departments which operated for limited periods of time: the Agency for the Purchase of Fresh Hospital Supplies, and the Department of Special Inspection of the General Hospitals of the Army. Records of the USSC's Statistical Bureau and Hospital Directory, located at 244 F Street, are arranged separately.

Preferred citation: United States Sanitary Commission records. Washington, D.C. archives, Manuscripts and Archives Division, The New York Public Library

Processing note: Compiled by Elizabeth Delmage and Susan P. Waide, 2013 Revised December 2013 The conservation, arrangement, and description of the collection was made possible by generous funding from the Robert W. Wilson Charitable Trust by a grant from the Save America's Treasures program.

Sponsor note: The conservation, arrangement, and description of the collection was made possible by generous funding from the Robert W. Wilson Charitable Trust by a grant from the Save America's Treasures program.

Scope and Content Note

The Washington DC Archives, 1861-1866, consist of records of the following Sanitary Commission offices and departments based in Washington: the Central Office, the Special Relief

Department, and the Supply Department, as well as the records of two departments which operated for limited periods of time: the Agency for the Purchase of Fresh Hospital Supplies, and the Department of Special Inspection of the General Hospitals of the Army. Records of the USSC's Statistical Bureau and Hospital Directory, located at 244 F Street, are arranged separately.

The USSC's Central Office at 244 F Street was an important operational hub for USSC activities from 1861-1865, serving as a base for the General Secretary, the USSC's chief executive officer, for much of the war. With its proximity to government and military departments, and closeness to military operations in Virginia, Maryland and elsewhere, it was a major administrative, relief and supply center, especially for the east. Materials document the activities of the USSC's general secretary (successively: Frederick Law Olmsted, J. Foster Jenkins, and John S. Blatchford) who directed all working departments and reported to the Standing Committee, and the work of the associate and assistant secretaries who, with their staff, were responsible for USSC Eastern Department and broader operations. The associate secretary for the Western Department, John S. Newberry, also reported to the General Secretary. (The term "working departments" generally referred to the USSC's administrative and geographically-based departments responsible for work in the field or other services, relying primarily on hired staff.) These activities, detailed in correspondence, reports, office journals, staffing records, scrapbooks and other items, include the shaping and direction of USSC policies and operations; interaction with the government, Army and civilians to promote the health, comfort and efficiency of Union forces; monitoring and advising on sanitary conditions and medical care in the Army; directing the work of USSC personnel, including relief agents reporting on conditions in war zones; coordinating relief work and managing supply resources, especially during major military campaigns; working with USSC agencies, branches and aid societies to support supply and relief efforts; providing information and other assistance to servicemen, their families and the public; managing correspondence and other communications; and financial administration.

Special Relief Department materials, including correspondence, reports, registers and other items, 1861-1866, document the variety of aid provided to soldiers, sailors, and civilians passing through Washington and its environs by Department superintendent Frederick N. Knapp and his staff. The bulk of the records concern the work of the Special Relief Office, where J.B. Abbott and staff managed requests for assistance and processed claims for back pay and bounty, naval, prisoner of war and other government reimbursements; and the operation of several USSC homes and lodges for soldiers in Washington and Alexandria, including lodging and other assistance for female relatives of soldiers and hospital nurses. Also represented are Knapp's planning for the care of discharged disabled soldiers in their communities as seen in questionnaires used to interview thousands of soldiers at USSC lodges; and transportation services, including a hospital car transport system for sick soldiers heading home from Washington, documented in courier records. Financial records concern transmittal of claim monies, office operations, and loans or gifts of money to soldiers and civilians in need, for travel and other necessities. . The Supply Department consisted of a network of several storehouses forming the USSC's Supply Depot in Washington, D.C., the two largest being the Receiving Storehouse and the Local Storehouse. It served as a major center for the receipt and distribution of supplies for all types of relief work, both locally and for more distant locations. Some storehouses also stored and forwarded personal baggage for USSC staff, military personnel, and others. Supply activities are documented in record books maintained by storehouse and Central Office staff; tabular storekeepers' statements summarizing issues to area hospitals and other locations; baggage records, miscellaneous supply volumes, and an Army broadside identifying provisions for general hospital diet.

The Agency for the Purchase of Fresh Hospital Supplies was a relief and supply service directed by Frederick N. Knapp in Washington from late June 1863 through April 1864, with staff in

Washington and Philadelphia. It was established to provide fresh foodstuffs of a greater variety and quality, and at a lower cost, than what was currently available to U.S. Army hospitals in the Washington, D.C. area. The USSC, working as an unpaid agent for the Army, purchased market supplies (fresh produce, meat, poultry, and dairy products) at wholesale prices in Philadelphia, for which it was reimbursed, and shipped such perishables to Washington for distribution. Army hospitals at Gettysburg, Army convalescent camps, and USSC homes and lodges in the Washington area also benefitted from these services. These activities are documented in correspondence of the Washington and Philadelphia offices, as well as the market order and freight records of the Washington office, and the account books of the Philadelphia office. Additional records are found in the Pennsylvania Archives record group, MssCol 18781, and in the Accounts and Vouchers record group, MssCol 18820.

The USSC’s Department of Special Inspection of the General Hospitals of the Army operated from September 1862 to May 1863. It was located at the Central Office in Washington under the superintendency of Henry G. Clark, M.D., but was initiated and directed by the USSC's Medical Committee in New York. Working with the approval of U.S. Army Surgeon General William A. Hammond, it sought to determine the condition and needs of Army general hospital by recruiting physicians to inspect them during a limited period of time. The USSC forwarded their reports to the Army for review and action, thus hoping to improve hospital treatment for sick and wounded soldiers. Materials, including correspondence, inspection reports, lists and printed matter, document the Department’s recruiting efforts; the performance of inspections by physicians; and communication with the Medical Committee, the Surgeon General, and USSC staff concerning the employment of physicians and inspection work.

Container List

I. Central Office 1861-1866 (141 boxes, 6 volumes, 3 oversize folders)

Historical note

The Sanitary Commission's Central Office at 244 F Street was an important operational hub for USSC activities from 1861-1865, serving as a base for the General Secretary, the USSC's chief executive officer, for much of the war. With its proximity to government and military departments, and closeness to military operations in Virginia, Maryland and elsewhere, it was a major administrative, relief and supply center, especially for the east.

The USSC's general secretary (successively: Frederick Law Olmsted, J. Foster Jenkins, and John S. Blatchford) directed all USSC working departments and reported to the Standing Committee. He was supported by associate and assistant secretaries and other staff responsible for USSC Eastern Department and broader operations. The associate secretary for the Western Department, John S. Newberry, also reported to him.

Work carried out at the Central Office included the shaping, direction and implementation of USSC policies and operations; interaction with government, military and army medical personnel; assigning and directing the work of USSC personnel, coordinating sanitary inspections and relief work; coordinating supply donations, purchases and transport; working with USSC branches in its supply and relief work; providing information and other assistance to servicemen, their families and the public; management of correspondence and other communications; and financial administration by the Central Office's accountant.

The general secretary was responsible to the Standing Committee for the implementation of its plans and operational efficiency. All other officers of the Commission received their instructions from the general secretary and were required to report to him regularly.

Frederick Law Olmsted served in this position from June 20, 1861 until his resignation in early September 1863. Olmsted worked closely with USSC President Henry W. Bellows in shaping and directing the role of the USSC in relation to the government, the military and the public, and building its operational structure. He directly supervised USSC relief operations during major eastern campaigns and battles. He was succeeded by J. Foster Jenkins from mid-September 1863-April 1865, and lastly by John S. Blatchford, actively from May 1865 until 1871-1872, and intermittently from his home in Boston until the closing of the Sanitary Commission. Olmsted was based in Washington; Jenkins and Blatchford worked from both New York and Washington as necessary.

The general secretary worked closely with associate secretaries, who were based in the east at Washington, D.C. (the Eastern Department) and in the west at Louisville, Kentucky (the Western Department). Associate secretaries were responsible for the general supervision of regional offices and relief stations, supply depots, USSC transportation, relief and inspection duties, and special relief services. Like the general secretary, they cultivated relations with the government and the military, and communicated with USSC branches and the public. They were responsible for determining and anticipating the needs of the Union forces and meeting them. John S. Newberry served as associate secretary of the West throughout the war, and one to two individuals held this position in Washington. J. Foster Jenkins served as associate secretary of the East from 1862-April 1863 concurrently with John H. Douglas, acting as associate secretary from 1862-1864. Frederick N. Knapp was associate secretary, alongside Douglas, from October 1863-December 1864; he supervised the USSC's Special Relief Department for the entire course of the war. Lewis H. Steiner, chief inspector of the Army of the Potomac, served as acting associate secretary from August-October 1863.

Sanitary inspection of Army camps, hospitals and forces in the field was initiated from the Central Office in 1861. By late 1863 a large staff of inspectors were assigned to particular USSC departments and Army commands, reporting to the associate secretary of the east or west and, through them (or through a Chief Inspector attached to an Army command), to a Chief of Inspection based in Washington (an Associate Secretary position). For some USSC staff in the field, inspection and relief were combined responsibilities. Information from inspection and other reports was processed for analysis by the Statistical Bureau, headed by the USSC's actuary (E.B. Elliott; Benjamin A. Gould). The USSC's Department of the Special Inspection of the General Hospitals of the Army also operated from 244 F Street during 1862-1863.

Assistant secretaries carried out correspondence, business, supply and other duties connected with local operations at the New York, Washington and Louisville offices. At Washington, Alfred J. Bloor, working closely with Olmsted and USSC branches, held the position of assistant secretary until September 1864; subsequent assistant secretaries included William A. Hovey, John Y. Culyer and Francis Fowler. They were supported by a chief clerk, transportation and property clerks and other staff. Central Office financial activities were under the direction of its accountant, John Bowne, who also headed the USSC's Hospital Directory. When Bowne left the USSC at the end of the war, New York Office accounting staff were transferred to Washington as needed. A number of USSC hospital visitors, who assisted with relief and supply work, as well as canvassing agents, who gave lectures in support of the USSC, also operated from the Central Office.
During the fall of 1861, a Document Bureau was created at the Central Office to serve as the main distributor of USSC publications. The Bureau relocated to the New York Office at the end of October 1863. In June 1865, the Document Bureau was reorganized and moved back to the Central Office, but was returned to New York at the end of 1865, operating under the Historical Bureau until April 1866.
The Central Office was located at 244 F Street from October 1861 to October 1865; prior to October 1861 it was located in a room at the U.S. Treasury Office. As the USSC prepared to close its war-relief operations by October 1, 1865, many positions were eliminated or consolidated. Some staff resigned, while others transferred to USSC offices continuing past that time. Any general office and financial tasks in Washington were then carried out at the Army and Navy Claim Agency (ANCA) by cashiers or clerks acting for both the general secretary and ANCA.

Scope and content note
The activities of USSC general, associate and assistant secretaries and their staff based in Washington are detailed in correspondence, reports, office journals, employment records, scrapbooks and other items illustrating the Central Office's role as a major administrative and operational center for the Sanitary Commission.
Correspondence forms the bulk of Central Office records, comprising an extensive series of numbered documents, mainly letters and reports received by USSC officers and staff, 1861-1865; telegrams received 1862-1863; and letters received by accountant John Bowne, 1864-1865; also, copies of letters sent by officers, clerical and accounting staff, 1861-1866, and registers of letters mailed and received.
Numbered documents, originally numbering over 30,000 items as arranged by the USSC's Archive Department, consist of letters, reports, shipping invoices and other items received by USSC officers and staff, 1861-1865. Notable content includes letters and telegrams from Standing Committee members to the general secretaries, when based in Washington, discussing USSC policies and initiatives, USSC Western Department operations, relations with the government, the Army and the Army Medical Bureau, particularly during the Olmsted years, and the coordination of resources to support military operations, especially in the east. Upward reporting to the General Secretary by departments and relief agents provide important details on USSC initiatives and military operations in war zones and the impact of the war on civilians. Supply and relief efforts of branches and aid societies are documented in letters and invoices (bills of lading); invoices are most prevalent for the first year of the war. Their organizational efforts are also documented.
Copies of letters sent are contained in letterpress copybooks maintained jointly or individually by staff, including general secretaries Olmsted, Jenkins and Blatchford, assistant secretaries Bloor, associate secretaries Douglas, Steiner (acting), and Knapp; accountant/cashier John Bowne and his replacement Charles G. Lathrop; staff members William A. Hovey, John Y. Culyer, Isaac Harris, and George Sicard, holding chief clerk or assistant secretary positions after Bloor; also, copies of letters sent by chief executive officer J.B. Abbott; and Robert V. Harrison, property clerk.

Correspondents in the above materials include USSC Standing Committee members and officers; USSC department, agency and branch personnel, and relief agents in the field; members of aid societies; government, military, and medical personnel; political, civic and religious leaders; servicemen and civilians. Topics include USSC operations and activities in the field; the creation, expansion or closing of USSC offices and departments; personnel matters; inspection and reporting on the medical and sanitary condition of Union forces and efforts to promote their health, comfort and efficiency; the donation, collection, purchase and distribution of supplies; movements of the Army and coordination of resources to prepare for battles and their aftermath; transport systems for sick and wounded soldiers; special relief work; the condition and needs of former slaves (contrabands) and southern refugees; requests for information and assistance from servicemen and civilians; requests for employment or to volunteer; publication and distribution of documents; finances and contributions, and other matters.
A small amount of unnumbered documents, notably including Olmsted's draft resignation letter and an 1863 oath of allegiance to the United States signed by USSC Washington staff, along with closing accounts for the Central Office, provide additional insight into USSC operations at 244 F Street. The daily activities of associate secretary Frederick N. Knapp and his assistant, William Hovey, and other Central Office staff, are documented in journals and memorandum books, 1862-1864; notable content includes relief duties associated with campaigns in Virginia in May-June, 1864.
Miscellaneous volumes, 1861-1865, include applications for employment at the USSC, an employee contract book, a roster of USSC staff and a record of travelling missionary (canvassing) agents, scrapbooks, office directories, and other items.
Additional correspondence of general secretaries Jenkins and Blatchford can be consulted in the New York, N.Y. Archives record group (MssCol 22263). All Document Bureau materials are now located in the New York, N.Y. Archives record group, Series III. New York Office records.

Numbered documents 1861-1865, undated

Documents were arranged, numbered and endorsed by the USSC's Archive Department in 1865-1866. Over 30,000 items are listed in Archive Department registers for the Central Office 1861-1865; see the New York, N.Y. Archives record group (MssCol 22263), volumes 6-10, in series IV. Historical Bureau.
Letters, telegrams, reports, shipping invoices and additional material are arranged chronologically by year and numbered consecutively within each year. This pattern differs from New York Office numbered documents, numbered consecutively across the entire series.
Materials within each year are broadly grouped by genre. Items lacking dates or parts of dates are filed at the end of a month or year for that group, or at the end of the year. Letters and reports together are typically followed by invoices of goods sent (bills of lading), accounts of stock, bills, receipts for express shipments, and similar documentation for supply orders, issues and receipts, in varying order. These may be followed by a second group of letters and reports, often arranged separately due to their content, and miscellaneous items. Many invoices, stock accounts and receipts from 1862 forward were destroyed during later 19th-century USSC arrangements.
Some letters are noted as having been referred to particular USSC departments, such as the Special Relief Department, Hospital Directory, or Army and Navy Claim Agency. In these cases, only a paper place marker with the same endorsement as the original letter remains, since the original document was referred elsewhere. Such letters are likely to be found in other USSC record groups.
Many documents bear earlier Central Office ("C.O.") numbering and endorsements, as well as pencilled markings from prior conservation treatments.

b. 1 f. 1-30 #1-260 1861 May-Aug

b. 2 f. 1-35 #261-545 1861 Aug-Sep

b. 3 f. 1-30 #546-800 1861 Sep-Oct

b. 4 f. 1-28 #801-1070 1861 Oct-Nov

b. 5 f. 1-28 #1071-1320 1861 Nov-Dec

b. 6 f. 1-28 #1321-1571 1861 various dates and undated

b. 7 f. 1-26 #1572-1780 1861 various dates

b. 8 f. 1-28 #1781-1990 1861 Oct-Nov

b. 9 f. 1-30 #1991-2199 1861 Nov-Dec

I. Central Office (cont.)
Numbered documents (cont.)

b. 10 f. 1-26 #2200-2382 1861 various dates and undated
b. 11 f. 1-24 #2383-2458 1861 various dates and undated
b. 12 f. 1-20 #2459-2506 1861 various dates and undated
b. 13 f. 1-7 #2507-2540 1861 various dates and undated
b. 14 f. 1-24 #1-210 1862 Jan, 1863 Jan 7
b. 15 f. 1-20 #211-372 1862 Jan-Feb
b. 16 f. 1-19 #373-570 1862 Feb-Mar
b. 17 f. 1-21 #571-770 1862 Mar-Apr
b. 18 f. 1-21 #771-980 1862 Apr-May
b. 19 f. 1-22 #981-1160 1862 May
b. 20 f. 1-21 #1161-1340 1862 May-Jun
b. 21 f. 1-19 #1341-1510 1862 Jun
b. 22 f. 1-27 #1511-1685 1862 Jun
b. 23 f. 1-28 #1686-1855 1862 Jun-Aug
b. 24 f. 1-23 #1856-2060 1862 Jun-Aug
b. 25 f. 1-19 #2061-2240 1862 Aug-Sep
b. 26 f. 1-21 #2241-2440 1862 Sep-Oct
b. 27 f. 1-21 #2441-2650 1862 Oct
b. 28 f. 1-20 #2651-2800 1862 Oct-Nov
b. 29 f. 1-21 #2801-3000 1862 Nov-Dec
b. 30 f. 1-23 #3001-3191 1862 Dec
b. 31 f. 1-21 #3192-3300 1862 various dates and undated
b. 32 f. 1-21 #3301-3470 1862 Jan-Mar
b. 33 f. 1-22 #3471-3630 1862 Mar-Jun
b. 34 f. 1-19 #3631-3820 1862 Jun-Sep
b. 35 f. 1-20 #3821-4020 1862 Sep-Nov
b. 36 f. 1-18 #4021-4165 1862 various dates and undated
b. 37 f. 1-27 #4166-4700 1862 various dates and undated
b. 38 f. 1-28 #4701-4788 1862 Jun-Nov
b. 39 f. 1-7 #4789-4800 1862 Nov
b. 40 f. 1-26 #4801-4907 1862 various dates and undated
b. 41 f. 1-20 #1-164 1863 Jan
b. 42 f. 1-20 #165-300 1863 Jan-Feb
b. 43 f. 1-20 #301-500 1863 Feb
b. 44 f. 1-10 #501-600 1863 Feb
b. 45 f. 1-20 #601-800 1863 Feb-Mar
b. 46 f. 1-10 #801-900 1863 Mar
b. 47 f. 1-20 #901-1070 1863 Mar-Apr
b. 48 f. 1-14 #1071-1200 1863 Apr
b. 228 f. 1 #1184A 1863 Apr

I. Central Office (cont.)
Numbered documents (cont.)

b. 228 f. 2	#1184B 1863 Apr
b. 49 f. 1-20	#1201-1370 1863 Apr
b. 50 f. 1-16	#1371-1500 1863 May
b. 51 f. 1-20	#1501-1660 1863 May
b. 52 f. 1-21	#1661-1800 1863 May
b. 53 f. 1-20	#1801-1945 1863 Jun
b. 54 f. 1-17	#1946-2100 1863 Jun
o. 1	#1997A 1863 Jun
b. 55 f. 1-20	#2101-2240 1863 Jun-Jul
b. 56 f. 1-16	#2241-2400 1863 Jul
b. 57 f. 1-17	#2401-2560 1863 Jul
b. 58 f. 1-14	#2561-2700 1863 Jul
b. 59 f. 1-20	#2701-2850 1863 Jul
b. 60 f. 1-20	#2850-3000 1863 Jul
o. 2	#2988 1863 Jul
b. 61 f. 1-16	#3001-3130 1863 Jul-Aug
b. 62 f. 1-17	#3131-3300 1863 Aug
b. 63 f. 1-11	#3301-3575 1863 Aug-Sep
b. 64 f. 1-11	#3576-3850 1863 Sep
b. 65 f. 1-13	#3851-4075 1863 Sep-Oct
b. 66 f. 1-10	#4076-4325 1863 Oct
b. 67 f. 1-11	#4326-4550 1863 Oct-Nov
b. 68 f. 1-12	#4551-4723 1863 Nov
b. 69 f. 1-11	#4724-4925 1863 Dec
b. 70 f. 1-11	#4926-5175 1863 Dec
b. 71 f. 1-10	#5176-5385 1863 various dates and undated
b. 228 f. 3	#5349 1863
b. 72 f. 1-11	#5386-7099 1863 various dates and undated
b. 73 f. 1-5	#7100-7160 1863 various dates and undated
b. 74 f. 1-11	#1-210 1864 Jan
b. 75 f. 1-10	#211-421 1864 Jan
b. 76 f. 1-11	#422-645 1864 Jan-Feb
o. 3	#580 1864
b. 77 f. 1-10	#646-865 1864 Feb
b. 78 f. 1-11	#866-1090 1864 Mar
b. 79 f. 1-10	#1091-1305 1864 Mar-Apr
b. 80 f. 1-11	#1306-1540 1864 Apr
b. 81 f. 1-11	#1541-1800 1864 Apr-May
b. 228 f. 4	#1733 1864 May
b. 82 f. 1-10	#1801-2010 1864 May

I. Central Office (cont.)
Numbered documents (cont.)

b. 83 f. 1-10 #2011-2230 1864 May
b. 84 f. 1-10 #2231-2470 1864 May
b. 85 f. 1-11 #2471-2740 1864 May-Jun
b. 86 f. 1-10 #2471-3020 1864 Jun
b. 87 f. 1-11 #3021-3265 1864 Jun
b. 88 f. 1-11 #3266-3610 1864 Jun-Jul
b. 89 f. 1-11 #3611-3963 1864 Jul
b. 90 f. 1-11 #3964-4335 1864 Jul-Aug
b. 91 f. 1-12 #4336-4770 1864 Aug-Sep
b. 92 f. 1-12 #4771-5160 1864 Sep
b. 93 f. 1-11 #5161-5496 1864 Sep-Oct
b. 94 f. 1-11 #5497-5870 1864 Oct-Nov
b. 95 f. 1-11 #5871-6220 1864 Nov-Dec
b. 96 f. 1-11 #6221-6515 1864 Dec
b. 97 f. 1-11 #6516-8255 1864 various dates and undated
b. 98 f. 1-10 #8256-8665 1864 various dates and undated
b. 99 f. 1-9 #8666-8820 1864 various dates and undated
b. 100 f. 1-9 #8821-8935 1864 various dates and undated
b. 101 f. 1-8 #8936-9047 1864 various dates and undated
b. 102 f. 1-27 #1-282 1865 Jan
b. 103 f. 1-7 #283-462 1865 Jan-Feb
b. 104 f. 1-6 #463-687 1865 Feb-Mar
b. 105 f. 1-8 #688-1084 1865 Mar-Apr
b. 106 f. 1-8 #1085-1634 1865 Apr-May
b. 107 f. 1-6 #1635-2099 1865 May
b. 108 f. 1-7 #2100-2435 1865 Jan, May
b. 109 f. 1-7 #2436-2750 1865 Jan-Feb, May-Jun
b. 110 f. 1-6 #2751-3125 1865 various dates and undated
b. 111 f. 1-8 #3126-3550 1865 various dates and undated
b. 112 f. 1-8 #3551-3910 1865 various dates and undated
b. 113 f. 1-6 #3911-4210 1865 Jan-Aug
b. 114 f. 1-7 #4211-4500 1865 Mar-Aug
b. 115 f. 1-9 #4501-4825 1865 various dates and undated
b. 116 f. 1-7 #4826-5300 1865 Aug-Sep
b. 117 f. 1-7 #5301-5620 1865 May-Oct
b. 118 f. 1-7 #5621-6071 1865 various dates and undated
b. 119 f. 1-2 #6076-6079 1865 various dates and undated
b. 120 f. 1-7 #6080-6410 1865 various dates and undated
b. 121 f. 1-6 #6411-6458 1865 various dates and undated
b. 122 f. 1-5 #6459-6461 1865 various dates and undated

I. Central Office (cont.)

b. 122 f. 6 **Unnumbered documents** 1861, 1863-1865

Letters, reports and other documents, in chronological order, which were not numbered and registered. Notable items include Olmsted's draft resignation letter dated September 1, 1863, and an oath of allegiance to the United States signed by USSC staff in Washington on September 24, 1863.

b. 122 f. 7 **Closing accounts** 1865 Aug-1866 Mar

Letters and receipts concerning the closing of the Central Office and the distribution of remaining supplies to other aid organizations.

Telegrams received 1862 Sep-1863 Jul

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

b. 123 f. 1 **#1-56** 1862 Nov-Dec

b. 123 f. 2-10 **#57-367** 1862 Sep-1863 May

b. 124 f. 1-3 **#368-444** 1863 Jun-Jul

b. 124 f. 4 **Index**

Letters received by John Bowne 1864 Jan-1865 Jan

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

1864 Jan 5-Aug 31

Contents 1864 Jan 5-Jun 6 are numbered consecutively 1-145. Letters after this date are unnumbered. An index is present, but only for letters 1-77.

b. 124 f. 5-9 **Unnumbered** 1864 Jun 1-Aug 31

b. 124 f. 10-12 **#1-145** 1864 Jan 5-Jun 6

b. 124 f. 13 **Index**

b. 125 f. 1-6 **1864 Sep 1-1865 Jan 30**

Letters sent 1861-1866 (Letterpress copybooks)

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

General office 1861-1864

b. 126 v. 1 **1861 Jun 25-Nov 28**

b. 126 v. 2 **1861 Nov 21-1862 Feb 20**

b. 127 v. 1 **1862 Feb 21-May 9**

I. Central Office (cont.)
Letters sent (cont.)
General office (cont.)

b. 127 v. 2 — 1862 May 9-Sep 12

b. 128 v. 1 — 1862 Sep 12-1863 Jan 24

b. 128 v. 2 — 1863 Jan 24-May 19

b. 129 v. 1 — 1863 May 19-Sep 19

b. 129 v. 2 — 1863 Sep 19-Dec 19

b. 130 v. 1 — 1863 Dec 19-1864 Apr 27

b. 130 v. 2 — 1864 Apr 27-Sep 19

Alfred J. Bloor 1861-1864

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

b. 131 f. 1 — 1861 Jul 31-Dec 14

b. 131 f. 2 — 1861 Dec 16-1862 Jan 22

b. 131 v. 1 — 1863 May 31, Aug 9-1864 Jun 6

b. 131 v. 2 — 1864 Apr 30-Oct 31

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

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

b. 132 v. 1 — 1863 Mar 2- Sep 1

b. 132 v. 2 — 1863 Sep 1-1864 May 30

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

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

b. 132 v. 3 — 1863 Oct 17-1864 Jan 5

b. 132 v. 4 — 1863 Dec 31-1864 Feb 27

b. 133 v. 1 — 1864 Mar 1-Apr 30

I. Central Office (cont.)
Letters sent (cont.)
Frederick N. Knapp and William A. Hovey (cont.)

b. 133 v. 2 — 1864 May 2-Jul 19

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

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

b. 134 v. 2 — 1864 Sep 23-Dec 3

b. 134 v. 3 — 1864 Nov 26-1865 Jan 26

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

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

John Bowne and Charles G. Lathrop 1864-1865

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

b. 135 v. 1 — 1864 Sep 20-1865 Jul 15

b. 135 v. 2 — 1865 Feb 3-Nov 3

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

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

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

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

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

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

b. 136 v. 2 — 1865 Feb 11-Jun 3

b. 136 v. 3 — 1865 Jun 6-Sep 28

John S. Blatchford letters 1865 Feb-Sep

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

b. 137 v. 1 — 1865 Feb 1-Apr 20

I. Central Office (cont.)
Letters sent (cont.)
John S. Blatchford letters (cont.)

b. 137 v. 2 — 1865 Apr 17-Jun 29

b. 137 v. 3 — 1865 Apr 21-Sep 18

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

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

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

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

Letter registers 1861-1865

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

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

Letters received 1862 Nov-1865 Apr

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

v. 1 — 1862 Nov 3-1863 Aug 31
#1-2422

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

v. 3 — 1864 Apr 25-Sep 20
#4853-9826

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

Journals 1862 Sep-1864 Jun

b. 139 f. 1 — 1862 Sep 22-Dec 30, 1863 Dec 31

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

b. 139 f. 2 — 1864 Jan 31-Mar 10; Jul 5-Aug 14

Daily record of Central Office activities, particularly those concerning the duties of the associate secretary, and matters noted for his information or action. Journal entires are mainly in the hand of Hovey and others; some are by Knapp.

Memorandum books 1864 Jan-Jun

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

b. 139 f. 3 — 1864 Jan 26-May 11

Also present are listings of those volunteering for battlefield and auxiliary relief work near the James River, providing their names and addresses, with remarks about their experience or recommendations.

I. Central Office (cont.)
Journals (cont.)
Memorandum books (cont.)

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

Miscellaneous volumes 1861-1865, undated

b. 139 f. 5 **Address book** undated

Names and addresses of USSC personnel and others, in alphabetical order by first initial of surname. Also present are listings of boarding houses and USSC suppliers in Washington, DC.

b. 139 f. 6 **Applications for employment** 1865 Jan-Mar

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

b. 139 f. 7 **Brigade and division commands with index** undated

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

b. 139 f. 8 **Brigade and division commands** undated

A clean and corrected copy of the volume above. Names of army surgeons are also listed.

b. 139 f. 9 **Catalogue of books** 1865

List of English books donated by Miss Wallace, Dorothea L. Dix, and others, followed by a list of German titles.

b. 139 f. 10 **Contract book** 1864 Apr-1865 May

Employee contracts with the USSC in Washington, D.C. Completed forms, in duplicate, identify the name of the employee, his or her monthly or weekly pay rate, and position. Each is signed and dated by the named employee.

Newspaper records 1863-1865

Bound inventory forms used to track specific newspaper issues on hand or expected by the Central Office's Newspaper Department. Newspapers were collected from New York City, Boston, Philadelphia, Washington, DC, and other major cities throughout the U.S. Volumes also contain page indexes to titles; some local paper issues pre-date the inventory date. Records for 1864 and 1865 are paginated separately, with the same title appearing on the identical page number in each year.

b. 140 f. 1 1863

b. 140 f. 2 1864-1865

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

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

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

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

Scrapbooks 1861 May-1865 Feb

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

v. 5 1861 May-1863 Nov

v. 6 1863 Oct-1865 Feb

I. Central Office (cont.)
Miscellaneous volumes (cont.)

b. 140 f. 4 Travelling missionary agents 1863

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

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

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

II. Special Relief Department 1862-1866 (67 boxes, 10 volumes)

Historical note

The USSC's Special Relief Department, also known as the Special Relief Service, originated in services provided to sick and wounded soldiers passing through Washington in the summer of 1861 by Frederick N. Knapp, Special Relief Agent and later Superintendent of all USSC special relief services. Under his guidance, the Department strove to meet the needs of individual soldiers in transit to their homes or other destinations, chiefly those who were furloughed, discharged, ill or disabled. Its goal was to reduce unnecessary suffering among servicemen who found themselves in "irregular circumstances" or whose needs, for various reasons, fell outside the compass of ordinary government provisions or responsibilities. The Department provided temporary shelter, food, medical care and transportation assistance in a growing system of homes, lodges and relief stations, and helped soldiers and sailors procure back pay, bounty, and other monies due to them, leading to the creation of the USSC's Pension Agency. Lodging and other aid was also extended to female relatives of soldiers in Washington and hospital nurses in need. Knapp and others in the USSC also planned services to meet the health and employment needs of discharged disabled servicemen upon their return home. Special relief services similar to those provided in Washington were developed by USSC agencies, branches, and departments, in the North and in the field, according to need. Some continued after the war's end.

As the officer in charge of USSC relief work, Knapp was particularly involved in building the USSC's relief system in Washington. Initially working from the Central Office with the assistance of Francis Fowler, he established the USSC's first lodge, called "The Home," at 374 North Capitol Street in September 1861. It operated until mid-October 1865, largely under the supervision of J. Boylston Clark, who reported to Knapp. Soldiers in need of rest or medical care while in transit, or who were delayed in Washington awaiting pay or discharge papers, were able to stay for a limited time. A hospital ward, known as the Home Hospital, was attached for those who became ill; many had just been released from hospitals and were not well enough to travel immediately. The USSC notified families and arranged for burials or transportation of bodies when deaths occurred.

The USSC established its homes and lodges near Army transit points, such as railroad stations, wharves, convalescent camps and Army Paymaster offices, so that soldiers did not have to travel far to find a place to rest, or get assistance with their pay claims. Over the course of the war, as the Army changed its arrangements, lodges were opened, moved or closed to serve those locations. The Home (Lodge Number 1) and Lodge Number 4 were the largest stations and were in operation for most of the war. Smaller lodges operated by the Department in the Washington area included Lodge Numbers 2, 3, 4, 5 and 6 and an early Home for Nurses in Washington, and the Alexandria Lodge and others in Virginia. A home for female relatives and children of soldiers, also serving nurses, was established at the Home on North Capitol Street in December 1863. In addition to these services, the Department arranged immediate support of food and other aid for sick men transported to Washington in large numbers from battlefields or distant hospitals, or arriving with newly-formed regiments.

By February 1863, with the growth of services and the removal of the Paymaster's Office from F Street to H Street between 13th and 14th Streets, the Department decided to open a new lodge nearby to replace Lodge Number 3. The Army's Quartermaster Department built a complex of buildings for the USSC within the Paymaster's compound: a Special Relief Office, Lodge Number 4 for discharged soldiers, the USSC's Pension Agency with an office for a Medical Examiner, and a railroad ticket office, all at 389 H Street.

As Knapp took on more responsibilities, creating the Agency for the Purchase of Fresh Hospital Supplies in early 1863, and taking on the position of Associate Secretary at the Central Office (October 1863-December 1864), the administration of many services fell to his chief assistant J.B. (Joseph B.) Abbott, who was in charge of the Special Relief Office. Abbott and and his staff assisted soldiers, sailors and their relatives who came to the Office for information, advice and various types of aid. William K. Neal and others oversaw work in Abbott's absence.

Special Relief Office employees processed applications for aid in collecting claims for back pay, bounty, clothing, commutation of rations and naval prize money; provided reduced transportation fares; handled inquiries about soldiers' condition and whereabouts; and corresponded with numerous individuals and offices. They worked to correct any irregularities in a soldier's military papers which prevented them from getting their pay or a proper discharge from the service. They extended their relief efforts to Navy personnel and to returning prisoners of war, while referring invalid pension claims, and any claims by the relatives of deceased servicemen, to the Department's Pension Agency (later the Army and Navy Claim Agency). The Department also created a "Hospital Back Pay and Bounty" service, in which USSC agents went to army hospitals in Washington and elsewhere to help sick soldiers get their papers in order to procure back pay and bounty; these and other services prevented unnecessary delays or hardship upon their release.
The Department tried to ensure that soldiers under its care made it safely to their homes and other destinations, while avoiding any unnecessary lingering in Washington. It supplied discounted railroad fares or donated the necessary amount for those lacking funds, and arranged for 'through-tickets' covering all stages of a soldier's train trip to his final destination. After the war ended, it established a hospital car transport service for sick and wounded soldiers travelling north and west from Washington, under the care of USSC couriers. In exceptional cases, the Office tapped money from the USSC's discretionary Ware Fund for persons or situations falling outside of the Commission's requirements for aid. This was often used to provide small amounts of cash for travelling expenses and other necessities.
Knapp and others were also concerned about the continued needs of discharged servicemen, especially the sick and disabled, in their home communities. Employment bureaus were planned and opened by the USSC and its branches. Knapp advocated the creation of "sanitaria" for discharged soldiers suffering from chronic ailments. In its role of "inquiry and advice," the USSC created questionnaires to determine the condition and plans of discharged disabled soldiers, which were used to interview several thousand such men at Lodges.
In October 1865, Abbott assisted General Secretary John S. Blatchford in closing USSC Central Office premises at 244 F Street, in the position of chief executive officer, while still acting as assistant to Knapp. The Special Relief Department brought most of its relief services to a close that month, and relinquished its buildings at 389 H Street and elsewhere. At that time, the Special Relief Office ceased accepting new applications for back pay, bounty and similar claims, referring those to ANCA. Remaining Special Relief Office staff moved to ANCA premises to continue work on existing cases, joined by some Central Office staff. By November 1865 Knapp was at the the USSC's Historical Bureau in New York City, embarking on writing a history of the USSCs' Special Relief Service.
Abbott, who joined the Department in 1862, continued in his position until the end of January 1866, when Special Relief claim services were fully transferred to ANCA; that same month he transferred to the USSC's New York (Historical Bureau) office to manage USSC special relief services in the City.

Scope and content note
Special Relief Department materials document the variety of aid provided to soldiers, sailors, and civilians passing through Washington and its environs by Frederick N. Knapp, superintendent of all USSC special relief work, and his staff.
The bulk of the records document the administration of special relief services in Washington, especially the work of J.B. Abbott and staff at the Special Relief Office in managing requests for assistance and processing back pay and bounty, naval, prisoner of war and other claims; and the operation of USSC homes and lodges for soldiers in Washington and Alexandria, including lodging and relief assistance for female relatives of soldiers and hospital nurses. Also represented are Knapp's planning for the care of discharged disabled soldiers in their communities, as seen in questionnaires used to interview such men at USSC lodges; and the Department's transportation services, notably its post-war hospital car transport system for sick soldiers heading north or west from Washington. Financial records document transmittal of claim monies, office operations, and loans or gifts of money to soldiers and civilians in need, for travel and other necessities.

The Special Relief Office's response to requests for assistance by soldiers, sailors and civilians, by mail and in person, and their efforts to help soldiers and sailors procure back pay, bounty and other monies due to them, are chiefly documented in Letters and reports, 1862-1866, and Special relief and claim administration records, 1862-1866. Letters and reports consist of a series of numbered letters and reports received, 1862 Jan-1866 Feb; copies of letters sent by Abbott and his staff 1863 Jan-1866 Jan; registers of letters received and sent; and a small number of Department reports on office and lodge operations, 1863-1865. Correspondence is chiefly directed to or written by Abbott and his staff, some letters were referred to them by other USSC offices. Correspondents include soldiers, civilians, USSC staff, government and military personnel, and others. Letters concern requests for information and assistance, obtaining and transmitting papers needed from various parties for back pay and other claims, correction of soldiers' military papers, USSC internal communications and procedures, and other matters. Special relief and claim administration records include journals documenting individual cases handled each day; a register of remittances for back pay and bounty; registers and journals documenting the Office's Hospital Back Pay and Bounty services for patients in Washington and some northern states; registers of prisoner of war claims and naval claims for prize money and other reimbursements; records of money forwarded to claimants and office transactions completed; documents certifying a soldier's status in support of a claim application; and miscellaneous items.

The Department's daily operation of Homes and Lodges in Washington and Alexandria are typically documented in admission registers and general record books concerning statistical summaries of lodgings and meals provided, supplies received and government rations drawn, and cash accounts. Admission registers identify soldiers' name and military unit, or civilian name, and may include residence, destination, reason for stay, and other remarks. Records are present for the Home and Home Hospital, Lodges 2, 3, 4, 6, the Home for Soldiers' Wives and Mothers, and the Alexandria Lodge. The Home for Soldiers' Wives and Mothers also sheltered children who accompanied them, and occasionally southern refugees. The largest body of records concern the Home and Home Hospital, which additionally include correspondence, roll books and financial records, and Home Hospital records documenting patients' medical treatment by physicians, deaths and interments.

Investigations into the health and employment needs of discharged disabled soldiers are documented in the Department's Form K questionnaires and abstracts, concerning the means of support of several thousand such men who were interviewed at USSC homes and lodges from 1863-1865.

Transportation services are documented in couriers' records of patients transported on hospital cars to points north and west, and records of fares and funds provided to soldiers and civilians lacking funds to return home.

Special Relief Office finances and services are also represented by Office cash books in account with the Central Office and the Ware Fund, and receipt books for cash paid out by Abbott for back pay to soldiers and special relief assistance, including transportation needs, as well as office salaries and expenses.

Records documenting local special relief activities can be found throughout the United States Sanitary Commission records. For the Washington area in particular, researchers may also wish to consult Knapp and Abbott's correspondence and the series of Numbered Documents in the Central Office records, as well as the Army and Navy Claim Agency record group (MssCol 18809), incorporating the records of the Pension Agency, founded by the Special Relief Department.

A. Letters and reports 1862-1866

Letters received and written mainly by J.B. Abbott and his staff concerning the prosecution of claims, inquiries about individual soldiers, and other special relief services. Materials consist of a chronological series of letters received, partially numbered; letters from state agents and loose letters; and copies of letters sent. Also present are chronological registers of numbered letters received, and letters sent; a record of Abbott's correspondence in 1865; and staff reports on Department operations.

II. Special Relief Department (cont.)
A. Letters and reports (cont.)

Letters received 1862 Jan-1866 Feb

Letters and telegrams addressed mainly to J. B. Abbott and his staff from soldiers, soldiers' family members, army officers and surgeons, and USSC employees regarding applications for aid in collecting back pay, bounty, clothing, rations, or reduced transportation fares; inquiries as to a soldier's condition and whereabouts; and the receipt of money or documents. Letters often enclosed forms, certificates, and other documentation necessary to complete the claims process, such as certificates of a soldier's muster into the Army, descriptive lists, certificates of admission to a hospital, and discharges. Enclosures were often referred elsewhere for further action. Many early inquiries from civilians and soldiers were initially directed to other USSC offices and referred by them to the Special Relief Department for attention. Many letters are noted as being referred to particular individuals within the Special Relief Department, and various USSC departments such as the Hospital Directory and claim agencies. Such instances are indicated by a paper place marker with the same endorsement as the original letter, which may be found elsewhere in the collection as indicated. Letters received, 1862 Jan-1864 Jul and undated, are arranged in chronological order by month and alphabetically thereunder by the first initial of the surname found on the endorsement or the soldier referred to in the letter. Endorsements typically include the name of the sender, dates the letter was received and answered, and sometimes a brief abstract of its contents. Also present is an index for letters received in 1863, but this index does not provide adequate access to the letters and is not complete. Letters received, 1864 Jul-1866 Feb, were individually numbered 1-18616 and listed in Registers of numbered letters received. These registers, in chronological order by date of receipt, include the document number, name of writer, where written, date sent and received, a brief summary of the contents, and any actions taken with the letter. Actions provide insight into where a letter was referred within the USSC organization. Any numbered items not present are listed within these two volumes.

b. 141 f. 1-13 — 1862 Jan-1863 Mar
b. 142 f. 1-14 — 1863 Apr-Sep
b. 143 f. 1-6 — 1863 Oct-Dec
b. 143 f. 7 — Index 1863
b. 143 f. 8-15 — 1864 Jan-Apr
b. 144 f. 1-11 — 1864 May-Jul, undated
b. 145 f. 1-14 — #1-450 1864 Jul
b. 146 f. 1-3 — #451-535 1864 Jul
b. 146 f. 4-14 — #537-920 1864 Aug
b. 147 f. 1-10 — #921-1254 1864 Aug
b. 147 f. 11-15 — #1256-1630 1864 Sep
b. 148 f. 1-8 — #1631-1937 1864 Sep
b. 148 f. 9-15 — #1938-2175 1864 Oct
b. 149 f. 1-14 — #2177-2620 1864 Oct
b. 150 f. 1-13 — #2621-2973 1864 Oct
b. 151 f. 1-15 — #3001-5255 1864 Nov
b. 152 f. 1-14 — #5256-5738 1864 Nov
b. 153 f. 1-15 — #5740-6320 1864 Dec
b. 154 f. 1-14 — #6321-6850 1864 Dec
b. 155 f. 1-5 — #6851-6991 1864 Dec
b. 155 f. 6-14 — #6992-7260 1865 Jan
b. 156 f. 1-13 — #7261-7660 1865 Jan
b. 157 f. 1-13 — #7661-8078 1865 Jan

II. Special Relief Department (cont.)
A. Letters and reports (cont.)
Letters received (cont.)

b. 158 f. 1-15 #8079-8620 1865 Feb
b. 159 f. 1-14 #8621-9105 1865 Feb
b. 160 f. 1-7 #9106-9308 1865 Feb
b. 160 f. 8-14 #9309-9490 1865 Mar
b. 161 f. 1-14 #9491-9850 1865 Mar
b. 162 f. 1-14 #9851-10260 1865 Mar
b. 163 f. 1-14 #10261-10650 1865 Mar
b. 164 f. 1-14 #10651-11040 1865 Apr
b. 165 f. 1-14 #11041-11450 1865 Apr
b. 166 f. 1-7 #11451-11635 1865 Apr
b. 166 f. 8-15 #11636-11875 1865 May
b. 167 f. 1-15 #11876-12330 1865 May
b. 168 f. 1-14 #12331-12809 1865 May
b. 169 f. 1-14 #12811-13210 1865 Jun
b. 170 f. 1-12 #13211-13630 1865 Jun
b. 171 f. 1-13 #13631-134003 1865 Jun
b. 172 f. 1-14 #14004-14460 1865 Jul
b. 173 f. 1-14 #14461-15004 1865 Jul
b. 174 f. 1-15 #15005-15520 1865 Aug
b. 175 f. 1-14 #15521-15987 1865 Aug
b. 176 f. 1-15 #15988-16470 1865 Sep
b. 177 f. 1-5 #16471-16689 1865 Sep
b. 177 f. 6-14 #16690-16995 1865 Oct
b. 178 f. 1-14 #16996-17405 1865 Oct
b. 179 f. 1-15 #17406-17930 1865 Nov
b. 180 f. 1-2 #17931-17993 1865 Nov
b. 180 f. 3-11 #17994-18343 1865 Dec
b. 180 f. 12-15 #18344-18515 1866 Jan
b. 181 f. 1-3 #18516-18613 1866 Jan
b. 181 f. 4 #18614-18616 1866 Feb
b. 181 f. 5 State agents 1863

Letters from state agents asking for assistance on behalf of individual soldiers, usually for reduced transportation fares, clothing, and lodging. Letters are arranged alphabetically by the first initial of the surname endorsed on the letter or the surname of the soldier referred to.

b. 181 f. 6 Loose letters 1862, 1864-1865

Consists of letters regarding the correction of muster rolls for Massachusetts regiments, 1862; and incoming letters, 1864-1865, which were not numbered and registered.

Registers of numbered letters received 1864 Jul-1866 Feb

v. 7 1864 Jul 1-1865 Mar 27
#1-10456

II. Special Relief Department (cont.)
A. Letters and reports (cont.)
Registers of numbered letters received (cont.)

v. 8 1865 Mar 27-1866 Feb 7
#10457-18616

b. 181 f. 7 Record of correspondence 1865 Feb-Jul 29
Entries, in chronological order, consist of transcripts of letters to and from Abbott regarding various claims and USSC business. Some entries also include the number for any related numbered documents filed in letters received.

Letters sent 1863 Jan-1866 Jan
Copies of letters sent by Abbott or special relief assistants on his behalf to USSC personnel, army surgeons and officers, government officials, soldiers, civilians, and claim agents. Letters concern back pay and bounty applications, the status of claims, inquiries about particular soldiers, and other relief assistance. Also present are copies of letters which accompanied the forwarding of payments, discharge certificates, or other documentation. Indexes are present in each volume and are arranged in alphabetical order by the first initial of claimant's or other addressee's surname referred to in the letter. See also Registers of letters sent, below.

b. 182 v. 1 Letterbook A 1863 Jan 2-Apr 4

b. 182 v. 2 Letterbook B 1863 Apr 3-Aug 13

b. 182 v. 3 Letterbook C 1863 Aug 14-Dec 17

b. 183 v. 1 Letterbook D 1863 Dec 18-1864 Mar 3

b. 183 v. 2 Letterbook E 1864 Mar 3-May 11

b. 183 v. 3 Letterbook F 1864 May 10-Jun 27

b. 184 v. 1 Letterbook G 1864 Jun 28-Aug 18

b. 184 v. 2 Letterbook H 1864 Aug 16-Sep 28

b. 184 v. 3 Letterbook I 1864 Sep 29-Nov 8

b. 185 v. 1 Letterbook K 1864 Nov 8-Dec 23

b. 185 v. 2 Letterbook L 1864 Dec 23-1865 Jan 30

b. 186 v. 1 Letterbook M 1865 Jan 30-Mar 3

b. 186 v. 2 Letterbook N 1865 Mar 3-Apr 1

b. 186 v. 3 Letterbook O 1865 Apr 1-May 3

b. 187 v. 1 Letterbook P 1865 May 3-Jun 10

b. 187 v. 2 Letterbook Q 1865 Jun 10-Jul 14

b. 187 v. 3 Letterbook R 1865 Jul 14-Aug 15

b. 188 v. 1 1865 Aug 16-Sep 29

b. 188 v. 2 1865 Sep 29-Nov 10

b. 188 v. 3 1865 Nov 10-1866 Jan 15

II. Special Relief Department (cont.)
A. Letters and reports (cont.)
Letters sent (cont.)

b. 189 v. 1 — 1866 Jan 17-26

Registers of letters sent 1863 Mar-1865 Dec

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

b. 189 f. 1 — 1863 Mar 25-1864 Sep 7

b. 189 f. 2 — 1864 Sep 8-1865 Feb 9

b. 189 f. 3 — 1865 Feb 9-Dec 23

Reports 1863-1865

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

b. 189 f. 4 — 1863 Feb-1864 Jul

b. 189 f. 5 — Draft reports 1863 Jul-1865 Jul

B. Special relief and claim administration 1862-1866

Daily Journals 1862 Nov-1866 Jan

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

b. 190 f. 1 — Journal A 1862 Nov 21-Dec 31

b. 190 f. 2 — Journal B 1863 Jan 1-Feb 21

b. 190 f. 3 — Journal C 1863 Feb 23-Jun 4

b. 190 f. 4 — Journal D 1863 Jun 5-1864 Mar 24

b. 190 f. 5 — Journal E 1864 Mar 2-Aug 20

b. 191 f. 1 — Journal F 1864 Aug 22-Dec 12

b. 191 f. 2 — Journal G 1864 Dec 12-1865 Mar 14

b. 191 f. 3 — Journal H 1865 Mar 15-Jun 22

b. 191 f. 4 — Journal I 1865 June 22-Aug 28

b. 192 v. 1 — Journal K 1865 Aug 29 1866 Jan 8

Name index to Daily Journals

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

b. 192 f. 1 — Name index A & B

b. 192 f. 2 — Name index C

b. 192 f. 3 — Name index D

b. 192 f. 4 — Name index E

b. 192 f. 5 — Name index F

b. 192 f. 6 — Name index G

b. 192 f. 7 — Name index H

b. 192 f. 8 — Name index I

b. 192 f. 9 — Name index K

II. Special Relief Department (cont.)
B. Special relief and claim administration (cont.)

Memorandum books 1862 Dec-1863 Jul

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

b. 193 v. 1-4 — 1862 Dec 1-1863 Feb 10

b. 193 f. 1-2 — 1863 Feb 11-Jul 8

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

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

Hospital back pay and bounty 1863-1865

b. 193 f. 4-5 — #### Applications 1864 Apr 5-1865 May 10

Register of applicants for hospital back pay. Entries provide the soldier's name, company, regiment, name and location of hospital, type of form sent regarding the soldier's claim, and remarks concerning the status of the claim or soldier's location.

Journals 1863 May-1865 Jun

Case entries, in chronological order, provide the name of the hospital, soldier's name, and regimental information. Also noted are details of his military status including pay received or due, hospitals stays, and actions taken on his case as to the necessary paperwork. Each journal has a separate index. Journals 1, 2, and 4 document cases primarily at hospitals in the Washington, D.C. and Alexandria, Virginia area. Journals 3 and 5 document cases outside of the D.C. area including Connecticut, Indiana, Maryland, Massachusetts, New York, Pennsylvania, Rhode Island, and Vermont.

b. 194 f. 1 — Journal 1 1863 May 6-26, Oct 3-Nov 23
#1-260

b. 194 f. 2 — Journal 2 1863 Nov 22-1864 Nov 8
#261-1429 and unnumbered

b. 194 f. 3 — Journal 3 1864 Apr 10-Nov 30
#1-829

b. 194 f. 4 — Journal 4 1864 Nov 8-1865 Jul 14

b. 194 f. 5 — Journal 5 1864 Dec 3-1865 Jun 2

Name index to Journals

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

b. 195 f. 1 — Name index 1

b. 195 f. 2 — Name index 2

b. 195 f. 3 — Name index 3

b. 195 f. 4 — Name index 4

b. 195 f. 5 — Name index 5

v. 9 — #### Register 1863 May 6-26, Oct 3-1865 Jul 14

Formal entries of Journals 1-5. Entries provide the date, journal and page references, soldier's name, rank, company, regiment, hospital, remarks and, generally, the date of certificate of surgeon and paymaster, date of approval of certificate, date of delivery of certificate, number of months pay due, and the amount paid to the soldier.

b. 195 f. 6 — #### Hospital back pay and transportation record 1864-1865

Record of hospital back pay payments, 1864 Oct 15-1865 Jul 27, provide hospital back pay journal and page number references, soldier's name, company, regiment, and amount paid. Also, record of transportation provided to discharged and furloughed soldiers at Lodge Number 4, 1864 Mar 9-Jul 19, noting soldier's name, company, regiment, railroad station destination, address, and additional remarks.

II. Special Relief Department (cont.)
B. Special relief and claim administration (cont.)
Hospital back pay and bounty (cont.)

b. 195 f. 7 Hospital lists 1863-1864, undated

Lists of men in hospitals in Washington, D.C., and Baltimore, Maryland having back pay due to them; for many, certificates were not granted.

b. 195 f. 8 Letters acknowledging receipt of certificates 1864 Apr-Aug

Letters from surgeons at army hospitals acknowledging the receipt of hospital back pay certificates for soldiers. Also present are printed form letters sent by Abbott to soldiers notifying them that their certificate was sent to the surgeon in charge at the hospital; the forms were returned to the Department. In chronological order.

b. 196 f. 1 Invalid applications for bounty 1863-1865

Applications forwarded to the Special Relief Department by USSC local claim agents via the Army and Navy Claim Agency. The bulk originated with Henry Greenfield of the Protective War Claim Association of the State of New York. Applications are in alphabetical order by soldier or sailor name. The printed endorsement on the back contains the local agent claim number and the number above in red is the original ANCA office number. The number in the upper right hand corner correlates to numbered entries in the Special Relief Department's Referred Books below.

Naval claims 1864 Feb-1865 Oct

Journals recording naval claim applications for prize money, reimbursements such as “bag and hammock” and, occasionally, bounty. Entries, in chronological order, provide the name of claimant if other than sailor, sailor name, rank and ship name, postal address, type of claim and supporting details, actions taken, including additional forms of special relief, and the date and value of claim payment. Volumes include later case notations by ANCA staff. Name indexes are in alphabetical order by the first initial of the sailor's surname. Entries direct to the page number of the register with identical lettering.

b. 196 f. 2 Register A 1864 Feb 26-1865 May 5

b. 196 f. 3 Register B 1865 May 6-1865 Oct 29

b. 196 f. 4 Name index to register A

b. 196 f. 5 Name index to register B

v. 10 Naval remittances 1864 Mar 2-1865 Dec 20

Register of remittances to sailors for prize money, back pay, bounty and other claims. Entries, in chronological order, include date, name of claimant, rank, ship name, nature of claim, prizes claimed (name of captured ship), prizes allowed (date claim allowed), amount and date of delivery, post office address of claimant, and remarks, which usually include further delivery or transactional information. Only a few entries refer to claimants related to deceased sailors.

Prisoner of war claims 1864-1865

b. 196 f. 6 Cases of prisoners of war 1864 Sep 9-1865 Feb 27

Journal recording actions taken in regard to prisoner of war claims by relatives of deceased soldiers. Entries identify soldier name, regimental information, name and relationship of claimant, and actions taken, such as referrals and the mailing of payment certificates. Many cases were referred to the Department by local agents, with further referral by the Department to the Army Paymaster.

b. 196 f. 7 Claims of commutations of rations of prisoners of war 1864 Dec 2-1865 Nov 18

Journal recording actions taken in regard to prisoner of war claims for commutation of rations. Entries identify soldier name, regimental information, and actions taken. Actions are typically the referral of cases to the Commissary General of Prisoners, and the mailing of payment certificates. Many cases were referred to the Special Relief Department from the USSC office at Annapolis.

Referred books 1864-1866

b. 197 f. 1 Referred book A 1864 Mar 16-1865 May 5
#1-801

b. 197 f. 2 Referred book B 1865 May 5-1866 Mar 12
#802-1484

II. Special Relief Department (cont.)
B. Special relief and claim administration (cont.)

v. 11 Remittance register 1863 Jan 1-1866 Jan 8

Record of remittances to soldiers for monies due to them by the government, either claimed on their behalf or obtained through the additional assistance of the Special Relief Department. Claims are primarily for back pay and bounty; transportation to place of enlistment, and other reimbursements are also found. The volume was also used to record the return of soldiers' discharge and other official papers. Entries, in chronological order, provide the date, journal volume and page number (Daily Journals), soldier's name and regimental identification, address (or local agent's name in the case of referrals), remarks, date of payment, to whom delivered, dates of delivery and acknowledgment of receipt, and amount. Remarks briefly identify the claim type and related circumstances, including the deduction of any amounts loaned in advance by the USSC. Later entries and those for pending cases show transfer of claims to ANCA in late January 1866. Although the Department's back pay and bounty journals were transferred to ANCA in late January 1866, those volumes are not found in the collection. The Remittance register is the most comprehensive extant record of back pay and bounty services performed by the Department.

b. 197 f. 3-7 Notes of pay secured 1863 Feb-1865 May

Office notes and lists of the amount of back pay and other payments secured for soldiers, identified by name and regiment. In chronological order.

b. 197 f. 8 Orders 1863

Statements by soldiers authorizing the Special Relief Department to deduct any expenses or loans upon receipt of payments due to them from the government. Arranged in alphabetical order by the first initial of the surname on the endorsement or the surname of the soldier referred to within.

b. 198 f. 1 Drafts sent 1864 Dec-1866 Jan

Record of drafts (checks) forwarded to claimants and others. Entries include the payable name and address, acknowledgment date and name, draft number, and amount.

Receipts of drafts 1862-1864

Letters from soldiers and others acknowledging that a bank draft for back pay, travel expenses or other form of relief were received from the Department, or that packages forwarded to them had been received. Letters are in alphabetical order by the first initial of the surname on the endorsement or by the name referred to within. Also present is a chronological index for receipts dated 1864, which is not complete and does not provide access to these documents.

b. 198 f. 2-21 1862-1864 Jun

b. 198 f. 22 1864 Index

Certificates 1861-1864

Certificates, affidavits, powers of attorney, and other documents certifying the identity of a soldier, his service in the Army, admission to a hospital, or discharge from service. Certificates are arranged by the first initial of the surname found on the endorsement or the name of the soldier referred to within. Also present are chronological indexes for certificates dated 1863 and 1864, which are not complete and do not provide access to these documents.

b. 199 f. 1-13 1861-1863 Dec

b. 199 f. 14 1863 Index

b. 199 f. 15-24 1864 Jan-Oct

b. 199 f. 25 1864 Index

b. 200 f. 1-2 Descriptive lists 1864

Offical army forms detailing the military status, and pay and clothing accounts of an individual soldier, in alphabetical order by soldier's surname.

b. 200 f. 3 Loose claim jackets 1865, undated

Empty Special Relief Department claim jackets noting back pay and bounty transactions. Similar jackets are found within the claim files of the Army and Navy Claim Agency.

C. Homes and Lodges 1861-1865

II. Special Relief Department (cont.)
C. Homes and Lodges (cont.)

The Home 1861-1865

b. 200 v. 1
Letters sent 1863 May 3-1865 Oct 12 (letterpress copybook)
Copies of letters sent to USSC personnel, army officers and surgeons, soldiers, and civilians by J. B. Clark, superintendent of the Home, and his assistants. Letters concern inquiries into a soldier's whereabouts, pay, baggage, or claim status; acknowledgments of furloughs and appointments of USSC agents; forwarding money and personal effects of soldiers to their families; burial orders; death notices; and reports.

b. 200 f. 4-6
Roll books 1862 Apr 21-1863 Feb 14
Entries, in chronological order, include the soldier's name, regiment, and company.

Admission record books 1861 Aug-1865 Sep
Volumes used for first entry of admissions. Entries, in chronological order by date of admission, provide the soldier's name, company, regiment, residence, reason for entering the Home, destination, and date of departure. Deaths are also included.

b. 201 f. 1
1861 Aug 31-Oct 15
Entries for this period are repeated in the volume below with less detail.

b. 201 f. 2
1861 Aug 31-1862 Mar 8
Entries after March 8 are for admissions of prisoners released from Richmond, 1861 Dec-1862 Jan 17. Pasted news clippings include a February 22, 1862 list of Union prisoners released from Richmond. Volume begins with a section of cash accounts, 1861 Jul-1862 Feb, for individuals boarding at the Home.

b. 201 f. 3
1862 Mar 8-Dec 31

v. 12
1863 Jan 1-1864 Apr 29

v. 13
1864 May 1-Dec 31

v. 14
1865 Jan 1-Sep 30

Admission registers 1861 Aug-1864 Dec
Formal entry of admission records above.

b. 201 f. 4
1861 Oct 2-1862 May 6
At end is a list of twelve men released from Richmond October 18, 1861, with descriptions of their injuries at Bull Run.

v. 15
Number 1 1861 Aug 31-1863 Dec 31

v. 16
Number 2 1864 Jan 1-Dec 31

b. 201 f. 5
Tabulated statements of lodgers 1861 Oct-1865 Sep
Monthly tabulated summaries of the number of lodgers, including the total number of lodgers for each day, month, and year, as well as daily and monthly averages.

Home Hospital 1863-1865

Admission record books 1863 Feb-1865 Sep
Entries provide the soldier's name, rank, regiment, medical condition, name of relative, date of departures and destinations. Deaths are also noted. The first two volumes are arranged in alphabetical order by first letter of soldier surname and thereunder by date of admittance; the last three volumes are arranged in chronological order by date of admittance.

b. 201 v. 1
1863 Feb 22-Mar 31
Volume includes miscellaneous accounts at end.

b. 201 f. 6
1863 Apr 1-Aug
Records maintained by Henry A. Herder, steward.

b. 201 f. 7
1863 Aug -1864 Aug 7
Also present are statistics, 1864 May-Nov, giving the number of permanent and transient patients in the Hospital, and the number of wounds dressed.

b. 201 f. 8-9
1864 Aug 1-1865 Sep 25

II. Special Relief Department (cont.)
C. Homes and Lodges (cont.)
The Home (cont.)
Home Hospital (cont.)

b. 202 f. 1 — Admission register 1863 Feb-1864 Aug 19
Formal entry of admission records above.

b. 202 f. 2-3 — Hospital records 1861 Oct 18-1863 Mar 16
Medical records of sick and wounded soldiers at the Home and Home Hospital, kept by physicians J. M. Grymes and George A. Blake. Entries, in chronological order, provide the soldiers name, medical condition, and prescribed treatment.

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

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

Financial records 1862-1865

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

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

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

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

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

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

Lodge Number 4 1863-1865
Lodge Number 4 was located at 389 H Street between 13th and 14th Streets, adjacent to the Paymaster's Office. It opened in February 1863.

Admission registers 1863 Apr-1865 Sep
Entries, in chronological order by date of admission, provide soldier's name, company, regiment, address, and further remarks such as whether the soldier was discharged, furloughed, or awaiting for adjustments on their back pay.

b. 203 f. 4 — 1863 Apr 18-1864 Oct 22

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

II. Special Relief Department (cont.)
C. Homes and Lodges (cont.)
Lodge Number 4 (cont.)

b. 203 f. 5 Meals and lodgings record book 1863 Jan 30-1865 Sep 30

Daily tabulated summaries of the amount of meals served to soldiers, sailors, and USSC employees. The number of soldiers entitled to rations and the number of rations drawn for Lodge Numbers 4, 5, and 6 are also tabulated. Also present are supplies received, 1863 Feb and a list of help at the Lodge, 1863 Mar-Oct.

b. 203 f. 6 Meals and lodgings register 1863 Jan 30-1865 Sep 30

Formal register of daily tabulated summaries of the amount of meals served, rations drawn, and number of soldiers lodging each day. Beginning in October 1864, the number of rations drawn for Lodge Number 5 and USSC employees is also included.

Supplies received 1863 Sep-1864 Oct

Record of accounts for sundry supplies and services, including bread, ice, meat, washing, and salaries of the help. Entries for each account are in chronological order and identify the amount received each day and in some instances the cost.

b. 203 v. 2 1863 Sep 9-Nov 27

b. 203 f. 7 1863 Dec 1-1864 Oct 22

b. 203 v. 3 Fresh meat rations received 1864 Oct 24-1865 Oct 2

Entries, in chronological order, provide the number of rations of fresh beef and ham drawn and received from the government.

b. 203 v. 4 Bread rations received 1864 Oct 22-1865 Sep 29

Entries, in chronological order, provide the number of rations of bread drawn and received from the government.

b. 204 f. 1 Lodge Number 6 record book 1864 Dec 1-1865 Jul 15

Journal of special relief activities of the lodge, documenting the number of discharged, furloughed, sick, and wounded soldiers assisted, many of whom arrived on steamers from Alexandria and City Point. Lodge Number 6 was located near the 6th Street Wharf. The lodge provided refreshments, food, clothing, and transportation to the Home, Lodge Number 4, and hospitals if needed. Lodge Number 5, opened at this location in January 1863, moved to Maryland Avenue near the railroad station in the fall of 1863.

b. 204 f. 2 Home for soldiers' wives and mothers admission register 1863 Dec 26-1865 Sep 22

The Home for Soldiers' Wives and Mothers, also referred to as the Home for the Wives, Mothers and Children of Soldiers, operated from December 26, 1863 to October, 1865 at the Home on North Capitol Street. Its purpose was to provide lodging and other assistance to women and children visiting soldiers who were typically ill in area hospitals, and who found themselves in need. The Department's Home for Nurses, established earlier in the war, had also sheltered such women. Entries, in chronological order, provide the woman's name, residence, business (reason for stay), address of friend (soldier), and date of departure. Nurses and southern refugees are also listed in the register.

Alexandria Lodge

The Alexandria Lodge was located near the Orange and Alexandria Railroad Station in Alexandria, Virginia, within the stockade near the railroad tract and junction. It was destroyed by fire in June 1865.

b. 204 f. 3 Admission register 1863 Aug 14-1865 Jun 21

Entries, in chronological order, provide the soldier's name, company, regiment, residence, destination, number of meals received, and the daily number of lodgers. Female lodgers are also listed.

b. 204 f. 4 Supplies received and issued 1864 Aug 7-1865 May 10

b. 204 f. 5 Cash book 1864 May 1-1865 May 15

II. Special Relief Department (cont.)

D. Form K records 1863-1865, undated

Form K records consist of completed forms (returns) and abstracts (tabulated summaries) which were used to support the USSC's planning and advisement on the creation of "sanitaria" and other services addressing the needs of discharged soldiers. Form K is entitled "Returns concerning the Means of Support of Disabled Soldiers - Discharged." The forms, bound in volumes in chronological order, contain brief responses to thirteen questions with remarks, recorded by lodge or rest home staff during interviews with individual soldiers. The bulk were completed at USSC Lodge Number 4. Questions with responses for each individual are in columnar form, allowing for ten individuals per form. Responses identify the soldier's name, regiment, age, family and dependents, home and property, means of supporting themselves before serving in the Army and their plans for such afterwards, the nature and degree of disability, and whether or not a pension had been applied for. Forms in volumes for 1863 contain consecutive numbering for individuals, 1-2000; forms in volumes for 1864-1865 are numbered by page.
Form K abstracts are tabulated summaries of the information culled from approximately 6000 returns, with breakdowns by age and other categories identified in the returns.

Returns 1863 May-1865 Jun

b. 205 f. 1 — 1863 May 25- Jun 11

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

b. 205 f. 2-8 — 1863 May 31-1865 Jun 19

b. 205 f. 9 — Abstracts undated

E. Transportation 1863-1865

b. 206 f. 1-2 — Transportation records 1863 Apr 16-1865 Oct 26

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

Hospital car transport records 1865 May-Aug

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

b. 206 v. 1 — Washington, D.C. to New York, New York 1865 May 17-Jul 31

b. 206 v. 2 — Washington, D.C. to Wheeling, West Virginia 1865 May 25-Jul 13

b. 206 v. 3 — Washington, D.C. to Harrisburg, Pennsylvania 1865 May 25- Jul 28

b. 206 f. 3 — Washington, D.C. to Harrisburg, Pennsylvania 1865 Jun 1-Aug 29

F. Financial records 1862-1866

b. 206 f. 4-5 — Cash books 1864 Jun 1-1865 Oct 31

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

J. B. Abbott receipt books 1863-1866

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

II. Special Relief Department (cont.)
F. Financial records (cont.)
J. B. Abbott receipt books (cont.)

Back pay 1863 Jun-1866 Jan

b. 206 f. 6 — 1863 Jun 30, Oct 1- Nov 6
1863 Jun 30 receipts are for payments of bills.

b. 206 f. 7 — 1863 Dec 1-1865 Jan 21

b. 207 v. 1 — 1865 Jan 23-1866 Jan 20

Special relief 1863 Mar-1864 Dec

b. 207 f. 1 — 1863 Mar 15-1864 Apr 18

b. 207 v. 2 — 1864 Apr 23-Dec 15

b. 207 f. 2 — Receipt book 1865 Apr 1-Oct 31
Receipt stubs for cash issued by the Department to soldiers and others for special relief purposes, especially transportation, as well as Department employee salaries and expenses.

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

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

III. Supply Department 1861-1865 (11 boxes, 6 volumes, 2 oversize folders)

Within the USSC, the term "Supply Department" referred as much to the function as to a particular office or department location. The USSC's supply depot in Washington, D.C., consisting of a network of storehouses, was a major center for the receipt and distribution of supplies for all types of relief in the east. One of the USSC's main operational goals was to establish and maintain an efficient system for the collection and distribution of supplies, including hospital supplies, clothing, and food. These supplies, donated by aid societies across the north, were usually shipped to USSC branches, who repacked materials according to type for delivery to USSC supply depots, either nearby or farther afield. Some aid societies shipped directly to depots. When necessary, USSC offices purchased supplies from merchants to fill any urgent or special needs. From such depots, the USSC distributed supplies to nearby army hospitals, regiments, and camps, and to USSC departments and relief stations, by land transport or by ship. Storehouses and relief agents played an important role in distributing supplies at the local level, particularly in the field; this sometimes included assistance to other relief organizations' workers, and to individuals in need. Storehouses often assisted USSC and military personnel with baggage storage and shipping services, as did many lodges and relief stations.
The two largest storehouses in Washington were the Receiving Storehouse and the Local Storehouse. On a daily basis, the Central Office sent to the Receiving Storehouse shipping invoices received from branches, aid societies and others, listing supplies they had sent to Washington. When shipments arrived, storehouse staff opened boxes and checked contents against the invoices, sorted supplies according to type, repacked the supplies if necessary, and assigned numbers to the boxes. The storekeeper and his staff were also responsible for delivering supplies once a requisition order approved by a USSC secretary or chief clerk was received. Supplies were generally issued to the Local Storehouse or forwarded to USSC and Army locations. The Local Storehouse maintained a full stock of supplies by making requests upon the Receiving Storehouse. It filled requisitions from army hospitals and regiments, hospital steamers, and USSC locations in the Washington, D.C. area, upon receipt of requisitions approved by a USSC secretary or chief clerk. The storehouses and Central Office staff worked closely together, using several types of record books to maintain control of supplies. Volumes were shared as needed for updating.

Supply Department materials include records of supplies received, stored, issued and forwarded by the Receiving and Local Storehouses, as maintained by storehouse and Central Office staff, with delivery and financial records for the Receiving Storehouse; supply records for the 6th Street Wharf storehouse; tabular storekeepers' statements summarizing issues to area hospitals and other locations; and registers of personal baggage stored and shipped. Also present are miscellaneous supply volumes used at multiple or unidentified locations, and an Army broadside identifying provisions for general hospital diets. Additional supply documentation can be found in Central Office numbered documents.

Receiving Storehouse 1861-1865

Supplies received 1861-1865

Transit books 1861 Dec-1865 Aug

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

v. 17 — 1861 Dec 17-1863 Jun 30
#1-1358

v. 18 — 1863 Jul 3-1865 Aug 5
#1361-2143

b. 228 f. 6 — 1865 Aug 6-12
#2144-2147

III. Supply Department (cont.)
Receiving Storehouse (cont.)
Supplies received (cont.)

Invoice books 1861 Aug-1865 Aug

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

b. 208 f. 1 — **Invoice book 1** 1861 Aug 6-31

Volume also includes an index and a tabulated summary of the supplies received during the month of August; a list of boxes, for regiments and individuals, in care of the USSC at the local storehouse, dated Jul 29-Oct 17 of an unidentified year; and a list of books and documents used by W. E. Bunten to complete a condensed report in 1863-1864.

v. 19 — **Invoice book 2** 1861 Sep-1863 May

Invoices, 1861 Sep 1- Dec 10. Volume also includes an account of supplies at the Canal Street storehouse (#1-843) and Kibbey's Stables (#1-480) which are also duplicated in Invoice Book 3; a tabulated summary of supplies received, 1862 Sep-Dec; the location of boxes in the stalls at Kibbey's stables; goods ordered and issued for the steamer Elizabeth, 1863 Mar 14-May 18; and supplies received and issued, 1863 Feb 12-May 1.

b. 208 f. 2 — **Invoice book 3** 1861 Dec 2-1862 Mar 25

#1-420

b. 208 f. 3 — **Invoice book 4** 1862 Mar 27-Jul 31

#421-658. A Washington Office numbered document (WO 1862 #3366 Amount of stores furnished by the New York Office to the hospital transports) is pasted in the back of this volume.

b. 208 f. 4 — **Invoice book 5** 1862 Oct 23-1863 Jul 30

#898-1392. For entries #659-897 see transit books.

b. 208 f. 5 — **Invoice book 6** 1863 Aug 1-1864 Nov 16

#1393-1956

b. 208 f. 6 — **Invoice book 7** 1864 Nov 17-1865 Aug 10

#1957-2147

Supplies received 1862 Oct-1865 Sep

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

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

b. 209 v. 1 — **1863 Feb 4-Aug 31**

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

b. 209 v. 2-5 — **Packages received by express** 1863 Sep 3-1865 Sep 27

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

b. 209 v. 6 — **Packages received** 1863 Apr 14-1864 Sep 1

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

III. Supply Department (cont.)
Receiving Storehouse (cont.)
Supplies received (cont.)

b. 209 f. 3 **Hospital supplies received** 1861 Jul-Dec, 1863 Mar 4

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

b. 209 f. 4 **Tabular record of hospital supplies received** 1861 Sep 3-Dec 7

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

b. 209 f. 5 **Supplies received and on hand** 1862

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

Supplies issued 1861-1865

Accounts of goods packed 1861 Dec-1865 Aug

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

b. 210 f. 1 **1861 Dec-1862 May**

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

b. 210 f. 2 **1861 Dec-1862 Jan 1**

#1-842. Draft of the previous volume.

b. 210 f. 3 **1862 Jan 13-Feb 3**

#1-838

b. 210 f. 4 **1862 Feb 4-Mar 14, undated**

#839-2412

b. 210 f. 5 **1862 Jan 13-Feb 21**

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

b. 210 f. 6 **circa 1862-1863 Dec 8**

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

b. 210 f. 7 **1863 Jul 18-1864 Jun 20**

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

b. 210 f. 8 **1863 Dec 9-1864 May 21**

#5400-10000. Formal entry of part of the above volume. Also present is a list of private baggage kept at the storehouse, 1864 Apr 20.

v. 20 **1864 May 23-1865 Sep 21**

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

b. 211 f. 1 **1864 Jun 20-1865 Aug 29**

Duplicate entries of #3200-13723 above, and of goods received at City Point #1-1555. Also present is an inventory of Number 1 Loft.

III. Supply Department (cont.)
Receiving Storehouse (cont.)
Supplies issued (cont.)

Supplies issued 1862 Sep-1865 Sep

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

b. 211 f. 2 — 1862 Sep 30-1863 Apr 27

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

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

b. 211 v. 10-12 — Waggoner receipt books 1863 Feb 7-1864 May 26

Record, in chronological order, of supplies picked up at the receiving storehouse for local delivery, with signatures of recipients.

b. 211 v. 13 — Joseph J. Howard memorandum book 1863 Feb 14-Aug 28

Rough entries noting the number of boxes issued and recipient, and cash expenses.

Financial records 1863-1864

Maintained by George Walter, receiving storekeeper.

Cash books 1863-1865

b. 211 v. 14 — 1863 Aug-1864 Oct 21

b. 211 f. 3 — 1864 Sep 30-1865 Sep 30

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

Local Storehouse 1861-1865

Supplies received 1861-1865

b. 212 v. 1 — Supplies received 1862 Sep-1863 May

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

b. 212 f. 1 — Requisitions made on receiving storekeeper 1861 Dec 19-1863 Apr 10

Entries, in chronological order, identify the amount and type of supplies requisitioned by the local storehouse from receiving storehouse locations at Kibbey's Stables and 339 Pennsylvania Avenue.

b. 212 f. 2-3 — Supplies received and issued 1863 May-1865 Sep

Daily record in two columns of the type and quantity of supplies received and issued.

b. 212 f. 4 — Supplies received and forwarded 1863 May-Jul, 1865 Feb-Oct

Supplies received from the receiving storehouse, 1865 Feb-Oct, with some items forwarded to the USSC in New York and Texas. Also present are records of supplies received for distribution, 1863 Jun 3-Jul 15 and personal property sent from the local storehouse to the receiving storehouse, 1863 May 4-9.

b. 212 f. 5 — Supplies received and forwarded 1863 Oct-1865 Jun

Entries, in chronological order, identify the type and quantity of supplies received from the receiving storehouse, noting their forwarding location or receipt for the local storehouse, 1863 Oct-1864 Dec. Volume also contains the local storehouse cash account with the USSC, 1863 Oct 17-1865 Jun 13, and miscellaneous inventories.

Supplies issued on requisition 1861-1865

The storekeeper maintained daybooks where copies of requisitions filled each day were documented. This book was transferred to Central Office staff at the end of each day to be posted in requisition ledgers, which provided a detailed account of supplies ordered and issued.

Daybooks 1861 Jul-1865 Sep

b. 212 f. 6-7 — 1861 Jul 24-1862 Jun 30

III. Supply Department (cont.)
Local Storehouse (cont.)
Supplies issued on requisition (cont.)
Daybooks (cont.)

b. 212 f. 8 — 1862 Jul 1-Oct 15
An index is also present.

b. 213 f. 1-2 — 1862 Oct 16-1863 Nov 14

v. 21 — 1863 Nov 16-1864 May 31

v. 22 — 1864 Jun 1-Aug 31

b. 213 f. 3-5 — 1864 Sep 1-1865 Sep 29

Ledgers 1861 Jul-1865 May

b. 214 f. 1 — Ledger 1 1861 Jul 24-1863 May 30
Also present is an index of army regiments listed in the volume.

b. 214 f. 2 — Ledger 1A 1862 Apr 18-Jul 31

b. 214 f. 3 — Ledger 2 1862 Aug 1-1864 Mar 3
Also includes a list of the dates that particular hospitals were first entered in these ledgers.

b. 214 f. 4 — Ledger 3 1862 Dec 1-1864 May 25

b. 214 f. 5 — Ledger 4 1864 Apr 7-Aug 31

b. 215 f. 1 — 1865 Jan 2-May 29

6th Street Wharf 1864
Volumes document supplies received and forwarded at the 6th Street Wharf and 7th Street Storehouse; most supplies were forwarded to City Point.

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

b. 215 f. 3 — Supplies forwarded 1864 Jun 1-Jul 29
Invoice book of goods forwarded to the Army of the Potomac, 1864 Jun 1, and goods put on steamers for distribution at City Point and Baltimore, 1864 Jun 28-Jul 29. Entries, in chronological order, identify the containers, quantities and type of supplies. Some of these entries are duplicates from the previous volume.

Storekeeper's statements of supplies issued 1862-1864
Storekeeper's statements for Washington, D.C. storehouses consist of monthly classified tabulations of supplies issued, and a set of tabulated statements of supplies issued for two categories of hospitals in Washington, D.C. and vicinity as of January 1, 1864. Also present is a consolidated statement of issues from Washington, New York City, and Baltimore for the period April-June 1864; the originating office of this statement is unclear. With the exception of a manuscript table (noted), all tabulations are on the USSC's Storekeeper's Statement forms. Statements are sometimes endorsed as "reports of issues."
This was a generic printed form used at USSC supply depots and other locations, enabling the efficient classified tabulation of types and quantities of stock for the purpose (such as the issue or receipt of supplies) and time period written on the form. Typically, the first two column headings (blank) allow for date entry and the identity (by corporate and/or personal names, and/or locale) of the recipient or sender of supplies. These are followed by printed column headings for each standard type of stock, followed by a heading or headings for miscellaneous stock types not previously given. Rows usually represent a single transaction, with quantities entered under the appropriate stock type heading(s).
The form eventually changed from a vertical to a horizontal orientation during the course of the war. This allowed for the addition of numerous blank column headings to identify distinct stock types not found in printed categories (rather than grouping them under a single miscellaneous heading) for more accurate tabulation. Sheets were either pasted together and/or grouped into sets of sheets to meet record-keeping needs.

III. Supply Department (cont.)
Storekeeper's statements of supplies issued (cont.)

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

Statements list issues to U.S. hospitals, military units, and convalescent camps; to USSC staff, homes, and field agencies; and for individual relief. Most recipients are in Washington, D.C. or its vicinity, including Alexandria, Virginia and Annapolis, Maryland. Statements from September 1862 through December 1863 are for the Local Storehouse only. Subsequent statements are for multiple unidentified D.C. storehouses. Statements show large issues to the field during the Overland Campaign in the spring and early summer of 1864. Arrangement of information varies over time. Statements were prepared on a monthly basis, usually broken down into 10 day periods within (1-10, 11-20, 21 to end of month, or tri-monthly). Tabulation methods for subtotals and grand totals of quantities vary. In statements from September 1862 through August 1863, entries are in chronological order by date. The same recipient appears multiple times. Statements from November 1863 through March 1863 attempt to consolidate issues to each recipient into one entry across columns, showing multiple dates and stock type quantities in single cells. Entries are in a rough chronological order by date of the recipient's first transaction. Statements for May 1864 and undated (possibly June 1864) provide no issuing dates within the month, each statement consisting of sets of sheets which are sometimes numbered. There is one entry for each recipient (listed in no particular order) with gross totals. For the undated statement, recipients are listed in alphabetical order, concluding with Individual Relief and the Army of the Potomac. The statement for July 1864 reverts to the chronological pattern seen in earlier statements.

b. 216 f. 1-8 — 1862 Sep-1863 Apr

Statement for September 1862 includes a consolidated report of issues to hospitals.

b. 217 f. 1-9 — 1863 May-1864 Jan

b. 218 f. 1-8 — 1864 Feb-1864 May, Jul and undated

Issues to Hospitals in Washington, Georgetown, Alexandria and vicinity to January 1, 1864

Tabulations are for two categories of hospitals in the Washington area: those which had closed prior to January 1, 1864 (mostly smaller hospitals), and those still in existence as of that date.

b. 218 f. 9 — Amount of goods issued to Hospitals in Washington, Georgetown and Alexandria & vicinity (closed before Jan. 1, 1864) from their opening to January 1st, 1864

Final statement in duplicate, with draft tabulations. Hospitals are in no particular order. Entries include dates of opening and closing of the hospital. Miscellaneous hospital supplies to each hospital are tabulated separately on the same sheet.

o. 4 — Issues to hospitals in Washington, Georgetown, Alexandria & vicinity from their opening to January 1, 1864

Hospitals are grouped by location (Washington, Georgetown and Suburban D.C., which included Alexandria, Virginia and Annapolis, Maryland.) Miscellaneous issues to these hospitals are tabulated separately below.

b. 218 f. 10 — Miscellaneous issues to hospitals in Washington, Georgetown, Alexandria and vicinity from their opening to Jan. 1, 1864

A manuscript table listing miscellaneous stock types in rows; Washington hospital names are identified in column headings in alphabetical order, followed by Georgetown Seminary. This tabulation is presented in two side-by-side segments, separated by a centered set of tabulations for the Convalescent Camp, Alexandria, and Annapolis.

b. 218 f. 11 — Consolidated statement of issues from Washington, New York City, and Baltimore for 1864 Apr-Jun

III. Supply Department (cont.)

Baggage records 1862-1865

The Central Office allowed the free use of its storage and shipping services to facilitate the receipt, forwarding and storage of personal baggage, packages, private property and, occasionally, supplies. Military personnel and units, civilians, USSC staff members and others, usually located in the Washington DC area, were able to receive items sent to them in care of the Sanitary Commission. They could also arrange to have the USSC ship items for them from Washington to other locations. The Local Storehouse, working with Receiving Storehouse and Central Office staff, was the main location handling such personal property; they also delivered items locally. "Baggage" records usually include other forms of private property, packages and shipments. Entries typically include name, address, and the type and quantity of items received, held or shipped. Notations as delivery or shipment, costs, and receipt may also be present. Entries in the City delivery receipt book and Private property volumes are in chronological order; those in the remaining volumes are in alphabetical order by first letter of the surname of the recipient, sender or owner.

b. 228 f. 7 Baggage received and delivered, 1862 Feb-1863 Sep

b. 215 v. 1 Baggage deposited with the USSC, 1864-1865

b. 215 f. 4 Baggage sent by express and on hand, 1864 May-1865 Sep

b. 215 v. 2 City delivery receipt book, 1864 May-1865 Sep

b. 215 v. 3 Private property, 1863 Jul-1864 Jun

Possibly maintained by Receiving Storehouse staff; also includes notes on supplies and expenses.

Miscellaneous volumes 1861-1865, undated

b. 215 f. 5 Supply record book 1861 Dec-1864 Jan

Record of shipments delivered to or transported from various storehouses, generally in chronological order.

b. 215 f. 6 Supply record book 1862 Jul 28-Oct 19

Entries, in chronological order, list quantity and type of foodstuff.

b. 215 f. 7 Supplies on hand at various ports 1864 Jan-Mar

Tabulated summaries of bedding and hospital furniture, apparel, hospital food and delicacies, and other supplies on hand at the ports in Beaufort, South Carolina; New Bern, North Carolina; New Orleans, Louisiana; and Norfolk, Virginia.

b. 215 v. 4 Supplies issued 1864 Oct 19-1865 Feb 22

Chronological record of supplies issued and delivered by order of Special Relief personnel.

b. 215 f. 8 Index of individuals and relief associations undated

Entries, in alphabetical order by first letter of surname or locale, provide the name and addresses of those who sent supplies to the USSC.

o. 5 Diet Table for General Hospitals, United States Army October 1862 (Printed broadside)

IV. Agency for the Purchase of Fresh Hospital Supplies 1863-1864 (7 boxes, 1 volume)

The Agency for the Purchase of Fresh Hospital Supplies was a relief and supply service directed by Frederick N. Knapp in Washington from late June 1863 through April 1864, with staff in Washington and Philadelphia. The Agency was established to provide fresh foodstuffs of a greater variety and quality, and at a lower cost, than what was currently available to U.S. Army hospitals in the Washington, D.C. area. The USSC, working as an unpaid agent for the Army, purchased market supplies (fresh produce, meat, poultry, and dairy products) at wholesale prices in Philadelphia, for which it was reimbursed, and shipped these perishables to Washington for distribution. It extended similar services to Army hospitals at Gettysburg. Army convalescent camps and USSC homes and lodges in the Washington area also benefitted from access to these goods.
The Washington office, overseen by J. B. Clark at the Home, compiled supply orders for Washington area army hospitals and other locations, forwarded the orders to the Philadelphia office for fulfillment, received deliveries from express companies, and distributed the supplies received. The Philadelphia office, under the supervision of Robert P. Woods, purchased supplies at wholesale prices from area merchants, shipped the goods to Washington, and settled accounts with the merchants after receiving payments from the cashiers of the Central Office.

Records of the Agency for the Purchase of Fresh Hospital Supplies consist of correspondence exchanged between the Agency's Washington and Philadelphia offices concerning orders for supplies and problems encountered with purchases and deliveries; registers of goods ordered by hospitals, requested from Philadelphia, and delivered to hospitals; monthly tabulations of supplies received and issued; contracts with the Arctic Express Company and Adams Express Company and record books of their freight shipments; and accounting and banking records of the Philadelphia office. Related financial records are found in the Accounts and Vouchers record group (MssCol 18820).

A. Washington office 1863-1864

Correspondence 1863 Jun-1864 Apr

b. 219 v. 1

Letters sent 1863 Jun 27-1864 Apr 30

Copies of letters sent by J. B. Clark (or Henry Clay Weaver in his absence) to Frederick N. Knapp and Robert P. Woods concerning market supply orders and shipments.

b. 219 f. 1-3

Letters received 1863 Sep-1864 Feb, Apr

Letters are from personnel at the Philadelphia office concerning supply orders and shipments, problems with the express cars, and invoices.

b. 219 f. 4

Telegrams received 1863 Jun-Oct

Telegrams from the Philadelphia office concerning supply orders and shipments, transportation matters, and invoices.

b. 219 f. 5

J. B. Clark draft report 1863 Dec

Working papers for report of Clark to Knapp, December 31, 1863 found on pages 420-426 in the above letterpress copybook.

b. 219 f. 6

Complaints 1863 Jul-Aug

Letters from hospital surgeons regarding problems with the quality of market supplies received.

IV. Agency for the Purchase of Fresh Hospital Supplies (cont.)
A. Washington office (cont.)

Market supply order records 1863-1864

Market supply order records consist of two sets of volumes regarding the ordering and delivery of market supplies to hospitals and other institutions, one set of volumes concerning the total goods ordered of R. P. Woods in Philadelphia, and two volumes of supply tabulations. Market supplies were ordered chiefly by U.S. Army hospitals in Washington, D.C. and its vicinity, but USSC home and lodges, and military camps also used this service. Hospitals placed their orders daily with the Washington office of this agency, reflected in the Goods ordered by hospitals volumes, and expected to receive their orders as soon as possible. Once the requested market supplies were received from Philadelphia, they were delivered to the hospitals, as seen in the Goods delivered to hospitals volumes. To determine the daily total number of supplies needed, hospital orders were tallied and entered into the volumes for Goods ordered by R. P. Woods. The Washington office sent their orders by telegraph in the morning and later confirmed these orders and additional requests in a letter to Woods later in the day. These volumes typically include the type and quantity of market supplies either ordered or delivered.

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

Goods delivered to hospitals 1863 Jun-1864 Apr

b. 220 f. 5-6 — 1863 Jun 26-Oct 23

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

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

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

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

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

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

Freight records 1863-1864

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

Memorandum books 1863 Jun-1864 Apr

b. 221 v. 3-4 — 1863 Jun 26-Dec 17

b. 221 v. 5 — 1863 Dec 18-1864 Apr 30

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

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

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

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

Miscellaneous documents 1863 Jun-Oct

Loose supply records and a copy of a circular.

B. Philadelphia office 1863-1864

Correspondence 1863 Jun-1864 May

IV. Agency for the Purchase of Fresh Hospital Supplies (cont.)
B. Philadelphia office (cont.)
Correspondence (cont.)

b. 222 f. 1 — Letters sent 1863 Jul 10-Nov 2

Copies of letters sent by Woods; Henry S. Crabbe, cashier; and A. T. Wells, purchasing agent; to personnel at the Washington office of the Agency and the Central Office, concerning supply orders and shipments, financial accounts, and expenses. Also present are letters sent to USSC agents at Gettysburg regarding supplies.

b. 222 f. 2-12 — Letters received 1863 Jun 29-1864 Apr 25

Letters (disbound from a letterbook) regarding supply orders, goods ordered by telegraph, shipments of market supplies by express, expenses, and instructions from Clark, Weaver, and Central Office cashiers John Bowne, Howard A. Martin, and Joseph H. Wellman. Letters from June 29-August 31 are numbered 1-78 and the remaining letters are unnumbered, all of which are arranged in reverse order. An index of senders in chronological order by letter number only goes up to #58 (August 8, 1863).

b. 222 f. 13 — Goods ordered by telegraph 1863 Jun 28-Aug 6, undated

Copies of supply orders sent by telegraph by Clark and Weaver in Washington. Similar items are also found in the letters above. Market supply orders were typically sent by telegraph in the morning, and a copy of the telegraph order and any other additions to orders were sent by letter later in the day.

b. 222 f. 14 — Miscellaneous documents 1863 Sep-1864 May

Loose notes concerning supplies and agency records.

Account books 1863-1864

Account books of the Philadelphia office consist of receipt books for cash paid, invoice cash books, cash book and ledger of the office in account with the Central Office, and banking records in account with the Bank of North America, Philadelphia.

b. 223 f. 1-4 — Receipt books for cash paid 1863 Jun 24-1864 Apr 30

Manuscript records of payments to suppliers signed by the receiving merchant or farmer.

Invoice cash books 1863 Jun-1864 Apr

Record of invoices received from merchants and value of same delivered to Washington.

b. 224 f. 1 — 1863 Jun 24-Jul 7

Entries are duplicated in the following volume.

b. 224 v. 1 — 1863 Jun 24-1864 Apr 29

b. 224 f. 2 — Cash book 1863 Jun-1864 Apr

v. 23 — Ledger 1863 Jul-Oct

b. 225 v. 1 — Bank book 1863 Jul 29-1864 May 2

b. 225 f. 1-12 — Check stub books and cancelled checks 1863 Jul 29-1864 Apr 10

V. Department of Special Inspection of the General Hospitals of the Army 1862-1863 (2 boxes)

The USSC's Department of Special Inspection of the General Hospitals of the Army operated from September 1862 to May 1863. Working with the approval of U.S. Army Surgeon General William A. Hammond, it was established to determine the conditions and needs of Army general hospitals in the east and west by recruiting physicians to inspect them during a limited period of time, and to report those findings to the Army.
The Department was located at the Central Office in Washington under the superintendency of Henry G. Clark, M.D., but was initiated and directed by the USSC's Medical Committee in New York (W. H. Van Buren, C. R. Agnew, and Wolcott Gibbs). Clark served as Inspector-in-Chief and reported to the Medical Committee. In its role as an advisor to the Army, the USSC hoped that these comprehensive inspections, reports of which were forwarded to the Army for review and action, would help improve hospital treatment for sick and wounded soldiers.

The records of the Department of Special Inspection of the General Hospitals of the Army, 1862-1863, consist of letters, inspection reports, lists, memoranda, draft circulars, and printed matter documenting the Department's efforts to recruit inspectors and perform inspections at various Army general hospitals. Letters received by Clark are typically from physicians responding to the USSC circular sent during the fall of 1862 seeking their services for special inspections, or from hired inspectors reporting on their activities. Some letters are addressed to Frederick Law Olmsted, to whom applicants and inspectors were initially directed to send their communications. Letters received by the Medical Committee were addressed to all three members of the Committee or a single member from physicians, inspectors, and Clark reporting on their work or enclosing inspection reports. Letters sent by Clark consist of two letterpress copybooks of letters to Medical Committee members, USSC staff, Surgeon General Hammond, and inspectors concerning inspection reports. Inspection reports are arranged alphabetically by inspector's name and, in some cases, by the army hospital's location as well if more than one report from an inspector is present. The bulk of submitted reports, whether originals or copies, are not present in the collection.

Letters received 1862 Jan-1863 Dec

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

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

Letters sent 1862 Oct-1863 Aug

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

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

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

Inspection reports 1862-1863, undated

b. 227 f. 3 — Gould, Augustus A. 1862 Dec 4
Philadelphia, Pennsylvania and Baltimore, Maryland

Harris, Elisha

b. 227 f. 4 — Bedloe's Island, New York undated

b. 227 f. 5 — Fort Schuyler, New York 1863 Feb 3

b. 227 f. 6 — Hodges, Richard M. 1862 Dec 3
Baltimore, Maryland

b. 227 f. 7 — Jacobi, A. 1863 Jan 21
Albany, New York

b. 227 f. 8 — Johnson, H. A. 1863 Apr
Port Royal, South Carolina

V. Department of Special Inspection of the General Hospitals of the Army (cont.)
Inspection reports (cont.)

Reid, D. B.

b. 227 f. 9 Cincinnati, Ohio 1863 Feb

b. 227 f. 10 Louisville, Kentucky 1863 Jan-Mar

b. 227 f. 11 Nashville, Tennessee 1863 Feb

b. 227 f. 12 St. Louis, Missouri 1862 Dec-1863 Apr

b. 227 f. 13 Immediate Remedies circa 1863 (manuscript draft)
Reid's manuscript and notes concerning the ventilation of hospitals.

b. 227 f. 14 Lists 1862-1863 Mar
Lists of USSC special inspectors and inspection districts, and U.S. Army medical directors, inspection districts, and general hospitals.

b. 227 f. 15 Memoranda and draft circulars 1863 Aug, undated

b. 227 f. 16 Printed matter 1862-1863, undated
Department reports (Sanitary Commission Document No. 56, First Report, 1862; No. 65, Second Report, 1863); sample Form M (Abstract of reports of the Corps of Special Inspectors); and circulars.