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Guide to the

United States Sanitary Commission records. Pennsylvania archives

1861-1867

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Compiled by Melissa Haley, July 2013

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Summary

Creator: United States Sanitary Commission

Title: United States Sanitary Commission records. Pennsylvania archives, 1861-1867

Size: 18.86 linear feet (43 boxes, 9 volumes)

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

Abstract: The Pennsylvania Archives, 1861-1867, comprise the records of the Philadelphia Agency, founded 1861; those of its auxiliary, the Women's Pennsylvania Branch, founded in 1863; and the records of the USSC's Canvassing and Supply Department, created in 1864 to coordinate outreach to eastern USSC branches and direct the publication of the USSC's Sanitary Bulletin; also present are records documenting supply and other relief work conducted by USSC agents at Gettysburg and Harrisburg. Both the Philadelphia Agency and the Women's Pennsylvania branch worked closely to support the functioning of the USSC's supply depot in Philadelphia, an important resource for nearby eastern military operations. These activities are documented by correspondence and supply procurement and distribution records for each organization, as well as the Branch's minutes, reports and directories reflecting executive coordination of contributions from local aid societies. Special relief activities, such as the Agency's administration of its Soldiers' Home and Bureau of Employment, as well as the Branch's efforts to supply local families with employment and provisions, are also documented in their records. The work of the Canvassing and Supply Bureau is represented in correspondence, minutes, a journal, a list of Bulletin subscribers, and financial records. This group of records was brought together by the USSC during the post-war organization of its records to consolidate documentation of the Commission's Pennsylvania-based activities, especially in the city of Philadelphia. The records of the Philadelphia Hospital Directory and the Protective War Claim Agency of Philadelphia are now located elsewhere in the collection.

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

Arrangement

The United States Sanitary Commission records. Pennsylvania archives are organized into the following series:

- I. Philadelphia Agency, 1861-1867
- II. Women's Pennsylvania Branch, 1862-1865
- III. Gettysburg and Harrisburg, 1863-1865
- IV. Canvassing and Supply Department, 1862-1865

Key terms

Names

United States Sanitary Commission

Container list

I. Philadelphia Agency, 1861-1867

The USSC's Philadelphia Agency began as the Philadelphia Associates, organized November 7, 1861; Horace Binney Jr. served as chairman of an Executive Committee of nine associates. Charles J. Stillé (1819-1899), author of History of the United States Sanitary Commission, was an associate and later an Executive Committee member (Stillé also served on the USSC's Standing Committee). The Agency's treasurer was Caleb Cope (1797-1888). Early committees included Hospital Supplies and Medical and Sanitary Inspection. A supply depot was established in December at 1235 Chestnut Street.

In June 1862, William Platt was appointed superintendent, serving until his death in November. He was replaced by Robert M. Lewis, who served until the closing of the Agency. Operations moved to 27 South Sixth Street in December. The Philadelphia Agency established its headquarters at 1307 Chestnut Street, its final location, in the spring of 1863.

John W. Wilson joined the staff in 1863, serving as chief clerk of Philadelphia's Hospital Directory office, and also assisting in the Agency's General Office. He later was the Secretary of the Bureau of Employment, created in by the Agency 1865. The Philadelphia Agency also created a Special Relief Department, and opened a Soldiers' Lodge in 1865. All Agency departments were closed by 1866 except the Bureau of Employment, which continued into 1867.

The USSC's building at 1307 Chestnut also housed most of the Women's Pennsylvania Branch activities, the supply depot, and the Canvassing and Supply Department. The Protective War Claim and Pension Agency (PWCPA) and the Philadelphia office of the USSC's Hospital Directory, with support from the Philadelphia Agency, were also located at that address. The records of these two organizations are located elsewhere in the collection.

The Philadelphia Agency worked closely with the Women's Pennsylvania Branch, following its creation in February 1863.

The Philadelphia Agency Archives, 1861-1867, document the supply and relief efforts of the USSC's agency in Philadelphia. Material is arranged by the Agency's internal organization, and includes records for the General Office, Special Relief Department, and Bureau of Employment. The Women's Pennsylvania Branch Archives are described separately.

The Philadelphia Agency's General Office records consist of letters and telegrams received; copies of letters sent, primarily by superintendent Robert M. Lewis; records of supplies forwarded to Washington Office and other USSC locations; and bill books of office expenses. General Office Supply Department letters received and record of supplies received pertain to the Agency's supply procurement system of aid societies in Pennsylvania and surrounding areas; this function was transferred to the Women's Pennsylvania Branch after its formation in February 1863.

Records of the Special Relief Department document the Agency's special relief work in Philadelphia, especially by agent Col. Clement Soest. Material includes letters; applications, receipts and requisitions for supplies; hospital reports; orders for railroad transportation for soldiers; monthly reports; and a register of relief provided to area soldiers. In addition, Col. Soest kept journals in which he detailed his work. Several volumes also pertain to the Soldiers' Lodge in Philadelphia.

Bureau of Employment material includes letters received, primarily from discharged soldiers

in need of employment; a register of applicants with a separate index; and a register of employers seeking applicants.

The Philadelphia Agency worked closely with the Women's Pennsylvania Branch in its supply and special relief efforts. The records of the Women's Pennsylvania Branch also document the Sanitary Commission's activities in the Philadelphia area and the interconnectedness of the two organizations.

There is little material related to the Great Central Fair of June 1864 in the Philadelphia Agency's records.

General Office records

Duties of the General Office included the handling of correspondence with other USSC offices, and the receipt and forwarding of supplies to and from other USSC offices, branches and departments.

Letters received, 1861-1865, 1861-1865

Letters are primarily to R.M. Lewis, also to Platt, Cope, Wilson, and Stillé, and are mostly from other USSC offices and locations, especially Washington (Alfred J. Bloor, Frederick L. Olmsted, J. Foster Jenkins, John S. Blatchford, Frederick N. Knapp) and New York (Benjamin Collins). Letters primarily relate to supplies needed and received at Washington and elsewhere; they also concern applications for nursing positions; USSC finances, procedures and organization; supplies purchased (particularly condensed milk) or sent to Philadelphia from other USSC branches, the organization of the Women's Pennsylvania Branch, operations following the battle at Gettysburg, and include occasional requests for supplies or assistance from hospitals, soldiers' families, and individuals.

Items are numbered consecutively across six disbound letterbooks. Inventory is in Archive Department register, New York volume 18.

1861 Nov 29-1863 Jan 31

b.1 f.1-9 #1-229

b.1 f.10 Index

1863 Feb 1-Oct 31

b.1 f.11-14 #230-329

b.2 f.1-5 #330-461

b.2 f.6 Index (blank)

1863 Nov 2-1864 Apr 30

b.2 f.7-15 #462-695

b.2 f.16 Index (blank)

1864 May 2-Sep 30

b.3 f.1-10 #696-933

b.3 f.11 Index (blank)

1864 Oct 1-1865 Mar 31

b.3 f.12-16 #934-1058

b.4 f.1-4 #1059-1153

I. Philadelphia Agency, 1861-1867 (cont.)

General Office records (cont.)

Letters received, 1861-1865, 1861-1... (cont.)

b.4 f.5-13 1865 Apr 1-Sep 27 (#1154-1367)

b.5 f.1-6 Telegrams received, 1862-1865

Telegrams (#585-586) to Lewis, Platt, Wilson, Stillé and others, mostly from the Washington Office and the New York Office, and other USSC departments and locations. Telegrams pertain to supplies, individual soldiers, and USSC meetings and other activities. Telegram strips (#591) total 47.

Letters sent, 1863-1867 (Letterpress copybooks)

Letters by R.M. Lewis and J.W. Wilson, mostly to other USSC personnel in the Washington Office (especially Alfred J. Bloor), Pennsylvania, Maryland and elsewhere regarding supplies shipped from Philadelphia. Letters also concern general Agency activities and finances.

b.5 v.1 1863 Apr 7-1865 Mar 23

b.6 v.1 1865 Mar 25-1867 Apr 30

b.6 f.1 Reports, 1864 May-Aug

Reports from relief agents serving with the Army of the Potomac in Virginia about their activities, submitted to R.M. Lewis.

Supply Department

The Philadelphia Agency managed the collection of supplies from Philadelphia and area aid societies until the end of March 1863 when that function was transferred to the newly-formed Women's Pennsylvania Branch. The Agency's General Office continued to handle the forwarding of supplies to the Washington Office and other USSC departments and the receipt of supply shipments from other USSC branches.

Letters received, 1861-1863

Letters from three disbound letterbooks regarding supplies donated by Pennsylvania and area aid societies; contents are primarily lists of items sent or invoices. Items are in a rough chronological order, with some undated and a few misfiles. The letterbooks from April 1863 to September 1865 are filed with the Women's Pennsylvania Branch Executive Committee records.

b.6 f.2-10 1861 Nov 10-1862 Feb 28

b.7 f.1-9 1862 Jan 17, Mar 4-Aug 28

1862 Sep 2-1863 Mar 31

b.7 f.10-16 1862 Sep 2-1863 Jan 31 and 1862, 1863 undated

b.8 f.1-2 1863 Feb 2-Mar 31

b.8 f.3 Supplies received, 1861 Nov-Dec

Copies of invoices of supplies received from Philadelphia and surrounding areas; entries list date, sender, items and quantities.

b.8 f.4-8 Invoice books

b.8 f.4-8 1862 Dec 12-1865 Nov 24 (5 volumes)

Record of supplies forwarded, with invoice number, to the Washington Office and other USSC locations including Gettysburg, Harrisburg, Baltimore, New York, and Virginia. Also included are supplies issued to Philadelphia area hospitals and for individual or special relief; some of these entries are duplicated in Women's Pennsylvania Branch issue books. Most issues after September 1864 are local, and include order numbers starting in July 1865. See foreign invoice book below for supplies forwarded to other areas.

I. Philadelphia Agency, 1861-1867 (cont.)

General Office records (cont.)

Invoice books (cont.)

- v.1 Foreign invoice book, 1864 Aug 31-1865 Aug 10
Record of supplies forwarded, with invoice number, to USSC locations outside the Philadelphia area including the Washington Office, Louisville, Baltimore, New York, Harpers Ferry, Annapolis, Point Lookout, and City Point and Bermuda Hundred, Virginia.

Bill books, 1862-1867

Record of billed expenses including supplies purchased, rent, advertising fees, utilities, shipping and printing. Entries list date, vendor, invoice charges, and amount.

- b.9 f.1 1862 Dec 9-1864 Jan 1
Volume also includes "Foreign Invoices" (packing lists) 1863 Jul 3-15 of supplies received from outside of the Philadelphia system (New York, Woman's Central Association of Relief, New England Women's Auxiliary Association).

- v.2 1864 Jan 1-1865 Jun 13

- v.3 1865 Jun 14-1867 May 17

Special Relief Department

Special relief work conducted early on by the Philadelphia Agency was primarily assisting soldiers with procuring transportation from the city and transporting soldiers arriving on steamers to area hospitals; food and clothing were also provided to soldiers. In April 1863, special relief work was turned over to the Women's Pennsylvania Branch, who administered activities through November, with partial financial support from the Philadelphia Agency.

In December 1863, the Philadelphia Agency resumed control of most special relief work, and appointed Colonel Clement Soest as Special Relief Agent, serving until August 1865. Soldiers still in the service but with particular clothing or health needs were assisted, as were discharged soldiers with disabilities. Soest visited area hospitals daily as well as soldiers at home, issuing orders for supplies to be fulfilled by the Women's Pennsylvania Branch. The Special Relief Department also provided soldiers with monetary assistance for transportation out of Philadelphia. A soldier's lodge was in operation in Philadelphia from May until November 1865.

A.W. Morton also served in the Department as a special relief agent.

The Women's Pennsylvania Branch continued to conduct special relief work after 1863 by providing families of soldiers in the Philadelphia area with employment and provisions.. Most loose items for the Department were numbered and endorsed by the Archive Department. Letters are listed individually in Archive Department register, New York volume 18; the remaining numbered items are listed by category. Telegrams to the General Office (#585-586, 591), mistakenly included in Special Relief Department records by the Archive Department, have been removed to the General Office's records. Orders for supplies from Soest to the Women's Pennsylvania Branch (#592-613) were listed as destroyed by the Archive Department.

- b.9 f.2-4 Letters (#1-74), 1864 Apr-1865 Aug
Letters mostly to Soest (also to Morton) mostly regarding individual special relief cases and supplies, from USSC offices and branches, area hospitals, military offices and others. Some are in German.. #1-74
Applications, 1863-1865
Requests, mostly from area hospitals or military agents, for clothing and transport for individual soldiers. Also includes requests from Soest to Morton for individuals at the Soldiers' Lodge. . #75-115, 289-467

- b.9 f.5 1863 Dec-1864 Dec (#75-115)

I. Philadelphia Agency, 1861-1867 (cont.)

Special Relief Department (cont.)

Applications, 1863-1865 (cont.)

b.9 f.6-12 1865 Jan-Aug (#289-467)

Requisition and receipts

Requests for supplies from area hospitals and soldiers' aid establishments; also some acknowledgments from hospitals of supplies received. Items 147-155 have two documents for each number.

b.9 f.13-16 1863 Dec-1864 Oct (#116-230)

b.10 f.1 1864 Oct-Dec (#231-259)

b.10 f.2-5 1865 Jan-Aug (#468-582)

Receipts, 1863-1865

Invoices of supplies received at area hospitals and soldiers' aid establishments, signed by recipient and returned to Special Relief Department office.

b.10 f.6-15 1863 Dec-1864 Dec and 1864 undated (#583)

b.10 f.16-17 1865 Jan-Feb (#584)

b.11 f.1-5 1865 Mar-Aug (#584)

b.11 f.6-13 Hospital reports (#260-288), 1863 Feb-Jul and undated

Lists of patients (name and regiment) at area U.S. general hospitals for the day or week ending. Most note admissions only; medical condition is not provided. Some reports show evidence of use by Philadelphia Hospital Directory staff.

b.12 f.1-12 Orders for transportation (#587-590), 1865 May-Aug

Orders to ticket agents at Camden & Amboy Railroad (#587) and Pennsylvania Railroad (#588-590) for passage for individual soldiers and others.

Monthly reports, 1863-1865

Reports created by Soest and later, Morton, typically consisting of a narrative summary, tabulated statements of special relief cases and supplies issued, and cash accounts. Also present are lists of vouchers for transportation or subsistence money distributed, noting date, destination or type of aid, amount, and signature of recipient. From September 1864 forward, these are included with monthly cash accounts.

b.12 f.13-30 1863 Dec-1864 Aug

b.13 f.1 Vouchers, 1864 Feb-Aug

b.13 f.2-13 1864 Sep-1865 Aug

b.13 f.14 Condensed reports of supplies issued, 1864

Separate tabulated statements for issues to general hospitals, men at general hospitals, individual soldiers and state agents, and volunteer organizations, for the calendar year.

v.4 Register, 1864 Sep 1-1865 Aug 19

Record of special relief given to soldiers in the Philadelphia area. Chronological entries include date, name, regiment and company, previous location, supply items or money received, and usually remarks about state of health, military status, and other circumstances. Also includes occasional entries of supplies issued to area hospitals or soldiers' facilities.

Journals

Journals kept by Soest. Chronological entries detail visits to Philadelphia area hospitals, soldiers' aid establishments and discharged soldiers at home in Philadelphia, with descriptions of soldiers' circumstances and needs with course of action taken, including orders for supplies to be issued.

b.13 f.15-16 1863 Dec 17-1864 Sep 12

I. Philadelphia Agency, 1861-1867 (cont.)

Special Relief Department (cont.)

Journals (cont.)

b.14 f.1 1864 Sep 13-1865 Aug 19

Soldiers' Lodge

The Soldiers' Lodge opened May 12, 1865 at 13th and Christian Streets with Soest as Superintendent. The Lodge assisted soldiers passing through city, discharged from hospitals, or waiting for pay or artificial limbs. Discharged soldiers who were sick or seeking employment, and women visiting relatives in hospitals were also assisted. It closed November 1, 1865.

v.5 Register of admissions, 1865 May 13-Nov 11

Chronological entries include date, name, regiment and company, residence, reason for and length of stay, date of discharge, and remarks.

b.14 f.2 Meals and lodgings, 1865 May 13-Nov 15

Chronological record tabulating the number of meals and lodgings provided to soldiers and employees.

b.14 f.3 Supplies received, 1865 May 12-Nov 15, 1865 May 12-Nov 15

Supplies received and purchased with quantities, items, and amounts listed; also includes supplies issued for November 11.

b.14 f.4 Supplies issued, 1865 May 14-Nov 11

Clothing and medical supplies (canes, crutches, and slings) issued to soldiers. Chronological entries include date, soldiers' name and regiment, and the number of items issued, tabulated by type, with totals.

b.14 f.5 Memorandum book, 1865 Jul 13-Nov 18

Chronological record of activities kept by Soest including special relief and transportation money given out, correspondence received, personnel, special cases, and deaths.

b.14 f.6 Cash book, 1865 May-Dec

Receipts and disbursements including separate accounts for lodge furnishings and services, and supply inventories.

b.14 f.7 Building papers, 1865 Feb-Dec

Documents related to the construction of the Lodge and to the lot, including estimates, specifications, and a plan.

of.1 Building papers

Bureau of Employment

The Bureau of Employment was opened in Philadelphia on November 27, 1865 to assist discharged soldiers and sailors with finding employment. Disabled servicemen were of special concern. The Bureau found employment for 1214 out of 2008 total applicants. It closed in January 1867. John W. Wilson served as secretary for the Bureau of Employment.

b.14 f.8-13 Letters received, 1865 Nov 13-1866 Aug 24

Disbound letterbook with no index. Letters are chronological and are mostly from soldiers seeking employment.

Applications for employment

Registers of applications received from soldiers seeking employment and from employers seeking employees.

I. Philadelphia Agency, 1861-1867 (cont.)

Bureau of Employment (cont.)

Applications for employment (cont.)

Applicants

Registers of applications received from soldiers seeking employment. Chronological entries include date; applicant number; name and residence; military rank, regiment, and company or naval service; age and family information (lists only the type of family and number of any children, or 'no family'); nationality; disability; occupation and qualifications; references; and remarks (usually whether employment was obtained or not). Applicant numbers are used in applications from employers and index volumes below.

v.6 1865 Nov 27-1866 Mar 27 (# 1-1584)

v.7 1866 Mar 27-1867 Jan 12 (# 1585-2008)

v.8 Name index

Entries are in alphabetical order by first letter of surname.

v.9 Applications from employers, 1865 Nov 27-1867 Jan 29

Register of employers seeking employees. Chronological entries include date, number, name (personal or corporate) and address, occupation, qualifications sought, and remarks. Numbers in remarks column refer to applicant numbers in above registers. Volume also includes a closing report (pp. 42-46) providing a history of the Bureau and statements totaling the number of applicants (by disability category) and number employed.

II. Women's Pennsylvania Branch, 1862-1865

The Women's Pennsylvania was organized following a speech by Rev. Henry W. Bellows in Philadelphia on February 24, 1863. Its officers were Caleb Cope (treasurer of the Philadelphia Agency), president and treasurer, and Robert M. Lewis (superintendent of the Philadelphia Agency), secretary. Maria Grier was elected chairman of the Branch's Executive Committee and Clara J. Moore corresponding secretary. Louisa Lee Schuyler, of the Woman's Central Association of Relief, was active in early Branch organization.

The Branch's primary function was to procure supplies from soldiers' aid societies throughout Pennsylvania (except in areas covered by the Pittsburg Branch, which was affiliated with the USSC's Western Department), southern New Jersey, and Delaware. It had over 350 aid societies in its network by the end of the war. Aid societies were organized into geographical sections, each supervised by an associate manager. The number of associate managers eventually totaled 56. Most Branch supply activities were handled by its Executive Committee.

In April 1863, special relief work conducted by the Philadelphia Agency for area soldiers was turned over to the Women's Pennsylvania Branch's Special Relief Committee, who administered activities through November, with partial financial support from the Agency. In December 1863, the Philadelphia Agency resumed control of most area special relief work for soldiers.

The Branch continued to conduct special relief work after 1863 by providing families of soldiers in the Philadelphia area with employment and provisions, especially coal. Their extensive garment making program eventually employed over 800 wives, mothers, and daughters of soldiers, many of them widows or wives of discharged disabled servicemen. Material was originally furnished by the Sanitary Commission, but as the program grew most garment work was obtained from government contractors. Garments produced were mainly distributed through the Commission, though over 1600 went to freedmen's associations and other charities.

Many women of the Branch assisted with the Great Central Fair in Philadelphia in June 1864. There was a fire in the Branch's storeroom on January 24, 1864.

The Women's Pennsylvania Branch operated out of the same building as the Philadelphia Agency at 1307 Chestnut Street. The two organizations worked closely together.

The Women's Pennsylvania Branch Archives, 1862-1865, primarily document the supply procurement and distribution activities of the Branch and consist of letters received, minutes, reports, and supply records. Material is arranged mostly by board or committee. Branch records also contain some aid society items.

Most Branch material pertains to the Executive Committee, which handled supply work, and includes minutes, letters received, supply records, and cash books. Letters and supply books document both supplies received from area aid societies and supplies distributed in the Philadelphia vicinity. Board of Managers material contains minutes and reports presented at meetings by various committees and a few aid societies. The Committee on

Correspondence is documented by minutes and reports to the Board. There are no records for the Special Relief Committee other than reports to the Board of Managers.

The Women's Pennsylvania Branch worked closely with the Philadelphia Agency in its supply and special relief efforts. The records of the Agency also document the Sanitary Commission's activities in the Philadelphia area and the interconnectedness of the two organizations.

There is little material related to the Great Central Fair of June 1864 in the Women's Pennsylvania Branch's records

General correspondence, 1863-1865

- b.15 f.1-9 1863 Mar 9-Sep 28
- b.15 f.10-14 1863 Oct 1-Dec 23
- b.16 f.1-4 1863 Dec 23-1864 Feb 29
- b.16 f.5-12 1864 Mar 2-Aug 29
- b.2 f.13-15 1864 Sep 1-Nov 18 and 1864 undated
- b.17 f.1-6 1864 Nov 19-1865 Feb 28 and 1864, 1865 undated
- b.17 f.7-11 1865 Mar 2-Oct 25
- b.17 f.12 Annual meeting minutes, 1864-1865
Minutes for meetings held in April 1864 and April 1865 with election results for officers and committee members.

Board of Managers

The Board of Managers consisted of the Executive Committee, Special Relief Committee, and Finance Committee plus several members. The Board met monthly. The Committee on Correspondence (formed in December 1864) and various local aid societies also reported their activities at Board meetings. The Finance Committee appears to have been mostly inactive following the spring of 1863.

Minutes

Minutes of monthly Board of Managers meetings with reports from committees and other Branch business. Both volumes contain lists of members with names and addresses.

- b.17 f.13 1863 Feb 27-1865 Mar 6
- b.17 f.14 1865 Apr 3-Dec 11

Meeting reports

Reports of the Executive and Special Relief Committees, the Committee on Correspondence, and various aid societies, and special committees and resolutions, presented to the Board of Managers at monthly meetings. Reports are filed chronologically by Board meeting date within each committee.

- b.18 f.1-9 Executive Committee, 1863 Apr-1865 Dec
- b.18 f.10-13 Special Relief Committee, 1863 Apr-1865 Dec
Committee on Correspondence
Reports also include those of the corresponding secretaries to the committee
- b.18 f.14-17 1865 Jan-Apr

II. Women's Pennsylvania Branch, 1862-1865 (cont.)

Board of Managers (cont.)

Meeting reports (cont.)

Committee on Correspondence (cont.)

b.19 f.1-3 1865 May-Dec

b.19 f.4 Aid societies, 1863 Apr-1864 Oct
Includes Hebrew Women's Aid Society, Industrial Branch, St. Luke's Auxiliary Society, Women's Contributing Aid, and St. Mark's Soldiers' Aid Society.

b.19 f.5 Special committees and resolutions, 1863 Apr-1865 May

Executive Committee

The Philadelphia Agency's Supply Department was transferred to the Women's Pennsylvania Branch on March 26, 1863 and was absorbed by the Branch's Executive Committee. The Committee was in charge of handling supply procurement from soldiers' aid societies in most of Pennsylvania, southern New Jersey, and Delaware. They also handled the local distribution of supplies in Philadelphia, mostly from orders of the Philadelphia Agency's Special Relief Department. The Branch's storeroom was located at 1307 Chestnut Street.

The Philadelphia Agency's General Office continued to handle the receipt and forwarding of supplies to and from other USSC offices, branches and departments.

b.19 f.6 Minutes, 1863 Mar 2-1865 Jun 5
Meeting minutes consisting mostly of resignations and nominations.

Supply correspondence, 1863-1865

Letters received from aid societies regarding supply shipments and contents, including packing lists or invoices, from 11 disbound letterbooks. Items are roughly chronological with many items undated. There are no indexes.

This set of letterbooks continues the series of Supply Department letterbooks (1861 Nov-1863 Mar) in the Philadelphia Agency records.

b.19 f.7-13 1863 Apr 2-May 30

1863 Jun 1-Jul 31

b.19 f.14-16 1863 Jun 1- Jul 6 and 1863 undated

b.20 f.1-7 1863 Jul 7-31 and 1863 undated

b.20 f.8-16 1863 Aug 1-Oct 31

b.21 f.1-9 1863 Nov 2-1864 Jan 30

1864 Feb 1-Apr 30

b.21 f.10-15 1864 Feb 1-Mar 31 and 1864 undated

b.22 f.1-3 1864 Apr 1-30 and 1864 undated

b.22 f.4-13 1864 Apr 26-Jun 30

1864 Jul 1-Aug 31

b.22 f.14-16 1864 Jul 1-Aug 11 and 1864 undated

b.23 f.1-5 1864 Aug 1-31 and 1864 undated

b.23 f.6-13 1864 Sep 1-Nov 30

1864 Dec 1-1865 Feb 27

b.23 f.14-15 1864 Dec 1-15 and 1864 undated

b.24 f.1-7 1864 Dec 16-1865 Feb 27 and undated

II. Women's Pennsylvania Branch, 1862-1865 (cont.)

Executive Committee (cont.)

Supply correspondence, 1863-1865 (cont.)

1865 Mar 1-Apr 29

b.24 f.8-14 1865 Mar 1-Apr 12 and 1865 undated

b.25 f.1-3 1865 Apr 13-29 and 1865 undated

b.25 f.4-9 1865 May 3-Sep 19

Supplies received, 1863-1865

Most supplies are from soldiers' aid societies in the Branch's network; some are from individual donors or churches, or were purchased. Supplies received were processed in stages by the Branch. General shipment information was first recorded in daily entry books, then a more detailed listing of items received in each shipment was entered into invoice books. Supplies received were also entered by type in stock ledgers, below.

b.28 f.1-3 Daily entry books, 1863 Mar 29-1865 Nov 12

Record of supply shipments received daily including sender, number of packages, date received, and acknowledgment date with initials.

Invoice books

Record of supplies received with date received, sender, and items with quantities listed.

Invoice book 1863 Dec 1-1864 Jan 22 was partially burned in the storeroom fire of January 1864.

b.25 f.10-12 1863 Mar 27-1864 Jan 22

b.26 f.1-3 1864 Jan 22-1865 Nov 12

Issue books

Record of supplies issued to area hospitals, and for individual or special relief, most by order of Philadelphia Agency's special relief agent Col. Clement Soest. Entries include date issued, recipient, items with quantities, and order number beginning with December 26, 1863. Supplies issued were also entered by type in stock ledgers, below.

b.26 f.4-7 1863 Apr 1-1865 Jul 8

b.27 f.1 1865 Jul 8-Nov 20

Stock ledgers

Supplies listed by type in ledger format, with stock on hand and received (from aid societies, donations, and purchases) on the left, and supplies issued and forwarded on the right, identifying general recipients, each in chronological order. Recipients include the Washington Office and other USSC locations at Harpers Ferry and Virginia; Philadelphia area hospitals, and for special relief. These volumes were referred to as stock ledgers.

b.28 f.4 1863 Mar 28-Sep 26

b.27 2-3 1864 Jan 23-1865 Nov 20

Work books

In addition to procuring supplies, many aid societies sewed garments and made bedding for soldiers.

b.27 f.4 1862 Dec 27-1863 Jun 27

Account of material issued to individuals and aid societies and items returned, by date. Entries for material issued include date, recipient, type and quantity of material; items returned (clothing, bedding) include date, from whom, type and quantity of pieces returned. Entries are chronological within each section. Also includes accounts of material purchased or furnished by the USSC for special relief work and articles returned.

II. Women's Pennsylvania Branch, 1862-1865 (cont.)

Executive Committee (cont.)

Supplies received, 1863-1865 (cont.)

Work books (cont.)

- b.27 f.5 1862 Dec 27-1863 Jun 17
Account of material issued and items returned, by name.
- b.27 f.6-7 Cash books, 1864 Feb 2-1865 Aug 29
Receipts and disbursements, each in chronological order, for Wilson J. Carver, storekeeper at 1307 Chestnut Street, in account with the Women's Pennsylvania Branch.
- b.27 f.8 Committee on Correspondence minutes, 1864 Oct-1865 Jun
The Committee on Correspondence was formed in December 1864 following the resignation of the Executive Committee's corresponding secretary Clara J. Moore. The new Committee handled correspondence with associate managers, assessing the status of current aid societies, creating new societies, and promoting supply contributions. Upon creation of the committee, the Branch's auxiliary supply system was divided into nine sections comprising 49 counties in Pennsylvania, southern New Jersey, and Delaware. Each of the nine committee members was a corresponding secretary for a section.. Minutes of committee meetings, consisting mostly of reports from corresponding secretaries for each section. See Board of Mangers records for original corresponding secretary reports.

III. Gettysburg and Harrisburg, 1863-1865

In June 1863, the Sanitary Commission began making preparations in Pennsylvania and Maryland for a seemingly eminent battle. Agents were sent to Harrisburg, Frederick, Chambersburg, Philadelphia, and Baltimore, and supplies were accumulated at various locations around the area.

Immediately following the battle at Gettysburg on July 1-3, the Commission moved wagon loads of supplies from Washington and Baltimore into the area via Westminster and Frederick. Agents set up relief and store tents, and provided food, clothing, and medicine for the thousands of wounded left behind by both Union and Confederate forces. Supplies continued to arrive via railroad primarily from Washington, Philadelphia, and Baltimore; the USSC's Market Supply program also sent fresh food in refrigerated cars. Sanitary Commission agents under the supervision of Dr. Gordon Winslow in Gettysburg issued supplies directly to the various hospitals in the Gettysburg area, and also conducted inquiries for the USSC's Hospital Directory. Activities continued at Gettysburg into November 1863.

USSC personnel were dispatched to Harrisburg, a major railroad center, in June 1863 in anticipation of an increase in military activities there; some supplies were sent there in June and July. In mid-August 1864, a Soldiers' Rest was opened in Harrisburg, closing in January 1865; C.R. Ferguson was superintendent for most of this time. A second Soldiers' Rest was opened on March 28, 1865, with W.H. Hadley as superintendent, and was in operation until at least August 1865.

The Gettysburg and Harrisburg Archives, 1863-1865, consist mostly of records of supplies issued and received at the two locations. Harrisburg material also includes registers for the Soldiers' Rest.

III. Gettysburg and Harrisburg, 1863-1865 (cont.)

Gettysburg

Supplies issued are for U.S. hospitals in the Gettysburg area, under the Hospital Fund account. Entries, listing items delivered or copying supply orders by surgeons, are arranged roughly by hospital and are in chronological order within. Entries for supplies received usually include date of invoice, packing or invoice number, contents, date received and initials.. Arrangement of supply records below reflects original physical condition and use; volumes were later disbound, bundled and variously labelled during 19th-century USSC arrangements. From notations it appears that a new set of books was created Aug 7-8, 1863; there is some cross-over of dates and use for other purposes.

- b.29 f.1 Supplies issued, 1863 Jul 25-Aug 9, Aug 22
Paginated with index. Many pages, presumably empty, were removed. Some August entries were transferred to the following volume.
- b.29 f.2 Supplies issued, 1863 Aug 7-Nov 3
- b.29 f.3 Supplies received and cash account, 1863 Jul-Nov
Supplies received 1863 Jul 3-Aug 8; cash account for receipts and disbursements, including staff expenses, 1863 Jul 17-Nov 3.
- b.29 f.4 Supplies received, 1863 Aug 7-Sep 14
- b.29 f.5 Tyson Brothers circular, Undated
Advertisement by the Tyson Brothers, Gettysburg photographers, for their set of photographic Views from the Battle Field of Gettysburg July 1st, 2d and 3d, 1863.

Harrisburg

- b.29 f.6 Supplies issued and received, 1864 Aug 8-1865 Jan
Supplies issued are to area hospitals and for individual relief; entries list date, recipient, quantities and items. Supplies received (beginning from the opposite end of the volume) are from Philadelphia; entries list date, quantities and items. Also present are loose invoices of supplies received and shipped at Harrisburg (1864 Oct-1865 Jan) and a cash account (1 sheet) of C.R. Ferguson 1864 Sep-1865 Jan.
- b.29 f.7 Soldiers' Rest register, 1864 Aug-1865 Jan
Admission entries, 1864 Aug 12-1865 Jan 13, list date, name, state and regiment; some also include number of lodgings, meals, and wounds dressed. The volume also contains cash accounts, 1864 Sep-1865 Jan; supplies received from Philadelphia, 1864 Sep-1865 Jan; and supplies issued to hospitals and for individual relief, 1864 Sep-Dec. Accounts and supplies follow register entries within each month.
- b.29 f.8 Soldiers' Rest register of admissions, 1865 Mar 28-Aug 13
Entries (on pre-printed, loose sheets) list number; name; rank, company, and regiment; residence; traveling from and to; status; aid rendered; and remarks.

IV. Canvassing and Supply Department, 1862-1865

The Canvassing and Supply Department opened in October 1864 and was based in Philadelphia at 1307 Chestnut Street. Although housed in the same building as the Philadelphia Agency and the Women's Pennsylvania Branch, the Department operated independently from them; it reported to the associate secretary in the Washington Office.

Led by superintendent Dr. Joseph Parrish (1818-1891), the Department primarily organized canvassing agents who would visit all state branches and auxiliaries in the East, hold meetings, distribute literature, and provide information on supplies most needed. Publication of the revamped Sanitary Bulletin was also transferred to the Canvassing and Supply Department. In addition, the Department appears to have been in charge of printing blank forms and ledgers for the USSC.

Other personnel included the Rev. John A. Anderson (1834-1892) as canvasser and later, registrar, and C.M. Rathbun as clerk; the Department also included over twenty canvassers, many of them clergymen.

The Canvassing and Supply Department Archives, 1862-1865, document the department's canvassing and publication activities and include letters received and reports from canvassers, material published in the Sanitary Bulletin, and copies of letters sent by superintendent Joseph Parrish and canvasser and registrar John A. Anderson. Also present is a diary of departmental personnel, a Pennsylvania county directory, copies of USSC's Standing Committee minutes, and financial records.

Letters and reports

These consist mostly of letters sent to Canvassing and Supply personnel, especially Parrish (also to Anderson, and, occasionally, Rathbun); canvassing reports; and copies of reports of other USSC agencies, copies or extracts from letters, and articles submitted for publication in the Bulletin. Letters to Parrish are mostly from other USSC personnel and branches, or from canvassers, and concern canvassing, the Bulletin, or USSC procedures.

Some items predate the formation of the department. In particular, a number of letters to John A. Anderson are related to his tenure as relief agent in the Army of the Potomac until October 1864 when he joined the Canvassing and Supply staff at Philadelphia. Some letters addressed to Parrish and others also predate the department's formation. Several items are letterpress copies.

Item #606 is a photograph of a plan for a railroad ambulance.

. Items were numbered and endorsed by the USSC's Archive Department. Archive Department register, New York volume 18 includes two inventories (the first is incomplete).

b.30 f.1-17	1862-1864 Oct and 1864 undated (#1-143)
b.31 f.1-17	1864 Oct-Nov and 1864 undated (#144-308)
b.32 f.1-15	1864 Nov-Dec, 1865 Mar and 1864 undated (#309-461)
b.33 f.1-17	1864 Dec-1865 Jan and undated (#462-602)
b.34 f.1-15	1864 Sep-1865 Feb undated (#603-737)
b.35 f.1-14	1865 Jan-Feb and 1865 undated (#738-906)
b.36 f.1-15	1864 Mar-1865 and 1865 undated (#907-1064)

IV. Canvassing and Supply Department, 1862-18... (cont.)

Letters and reports (cont.)

- b.37 f.1-18 1865 Feb-Apr and 1865 undated (#1065-1262)
- b.38 f.1-17 1865 Mar-Apr and 1865 undated (#1263-1465)
- b.39 f.1-14 1865 Apr-Jun and 1865 undated (#1466-1631)
- b.40 f.1-10 1865 Jan-Aug and 1865 undated (#1632-1695)
- b.40 f.11-14 1863 Feb-Mar and undated (#1696-1736)

Letters sent (Letterpress copybooks)

Joseph Parrish

Copies of letters sent, mostly by Parrish. Most letters are to other USSC branch and office personnel, and to canvassers, and regard canvassing, lectures, branch activities, the Bulletin, printing work, post-war plans and activities, and the gathering of material for USSC histories. Occasional letters are by Rathbun or John Marshall Paul, often in Parrish's absence. Volume indexes are alphabetical by first initial of surname.

- b.41 v.1-2 1864 Sep 22-1865 Aug 31

- b.41 v.3 Letters to California, 1865 Mar 17-Jul 24

Copies of letters by Parrish (and one by Anderson) to O.C. Wheeler, Secretary of the USSC's California Branch. Letters concern USSC history and activities, and were to be used for promotional purposes for fundraising in California. Most originals are in the California Branch record group.

- b.41 f.1 Loose documents

John A. Anderson

Copies of letters sent by Anderson to other USSC personnel regarding departmental activities, the Bulletin and other publications, the printing of forms and registers, and finances. Some are written on behalf of Parrish in his absence. Indexes are alphabetical by first initial of surname.

- b.41 v.4 1864 Dec 13-1865 Apr 17

- b.42 v.1 1865 Apr-Aug

Letters by Anderson, Apr 17-Jun 14; by Parrish and Rathbun Jul 20-Aug 8 (three letters at end of volume, running in reverse).

- b.42 v.2 1865 Jun 8-Aug 31

Most by Anderson; some by Rathbun or Paul. Many letters concern the winding up of departmental activities and settling of accounts, and plans for the formation of a USSC Historical Bureau.

- b.42 f.1 Diary, 1865 Jan 10-Apr 11

Journal of departmental activities kept by Anderson and Rathbun detailing correspondence, Bulletin work, and printing. Entries through Jan 19 are initialed by author; the remaining entries are by Anderson.

- b.42 f.2 Subscribers to the Bulletin, undated

Names and addresses for subscribers in New York, Boston, and elsewhere, listed alphabetically by first letter within each (except Boston).

- b.42 f.3 Directory, undated

Directory of Pennsylvania counties, roughly alphabetical with index, some with persons and towns listed within. Most likely related to the distribution of the Bulletin.

IV. Canvassing and Supply Department, 1862-18... (cont.)

- b.42 f.4-9 Standing Committee minutes, 1865 Mar-Aug (Copies)
Copies of minutes for USSC Standing Committee meetings 1865 Mar 14-Aug 23, most on letterpress copy paper. Also includes printed minutes of USSC Board meeting for the twenty-first session (1865 Apr 18-21).
Financial records, 1864 Oct-1865 Nov
- b.43 f.1 Ledger, 1864 Oct-1865 Nov
Departmental account with the Sanitary Commission, with accounts for salaries, cash, expenses, the Bulletin, printing costs and individual personnel. Volume includes an alphabetical index of accounts.
- b.43 f.2 Cash book, 1864 Oct-1865 Nov
Receipts and disbursements for the Department, each in chronological order in account with the Sanitary Commission, pp. 1-45; disbursements only for salaries and expenses, pp. 150-166. Numbers in the first two columns refer respectively to the page number and date of the month in the ledger above.
- b.43 f.3 Cash book, 1865 Apr-May
Disbursements by account, primarily against staff salaries and expenses, as well as office and Bulletin expenses, with alphabetical index. May 1865 entries conform to volume below.
- b.43 f.4 Cash book, 1865 May
Receipts and disbursements, each in chronological order, kept by John A. Anderson in account with the Department.