INSTRUCTIONS FOR INSTALLING FILING SYSTEM IN THE NATIONAL PARK SERVICE

1. All field offices will use the following subjective decimal system of classification which the Washington office of the National Park Service has adopted.

2. In adopting this system the Washington office has developed the following headings representing the various classes or divisions of the bureau's work.

   000 - General
   100 - History & Legislation
   200 - Administration & Personnel
   300 - Appropriations, Finance & Accounts
   400 - Supplies & Equipment
   500 - Publicity & Statistics  
   600 - Lands, Buildings, Roads & Trails
   700 - Flora, Fauna, Natural Phenomena, Antiquities & Sciences
   800 - Protection, Service to Public & Forestry
   900 - Concessions

3. There are, at the most, but 10 class headings or subjects. All other subjects are sub-divisions of these and the classification subjects are arrived at by dividing the work into its constituent parts, as:

   General - includes all work of a general or nonspecific character.
   Administration & Personnel - Administration - Includes executive control; Personnel - Includes all matters with reference to employment, etc.

After the work is classified, the classification subjects are increased by carrying each class heading into greater detail and arranging the subjects according to definite but simple rules. Once the correct idea of the decimal system is understood, classification becomes comparatively simple.
4. The file classification should be placed in the upper right corner of the letter as follows:

   In answering refer to Ola. 660-01 Where there are breakdowns of subjects under certain numbers, such as: 263-Hanger, the full file title will be placed on letter.

5. The system may be likened to a number of steps. Steps illustrating relation of subjects.

The first step covering a general subject. The second step a lesser or more detailed subject, etc. This is illustrated by the following example:

400 - SUPPLIES & EQUIPMENT (General)
443 - Motor & Steam Equipment
443-01 - Automobiles
443-01,2 - Tires & Tubes

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STEPS IN FILING
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6. The Globe-Wernicke Angle tab folder is used in making up the file guides. The Washington office has adopted a three color scheme which has proven successful. Making file guides, used, No. 1 cut. For the main subject a red color angle tab folder is used, No. 2 cut and for the subjects following a green angle tab folder is used with two cuts No. 1 and 3.

7. Abbreviations used in indexing correspondence for filing, as follows:

   100 - General
   Lincoln - Abraham Lincoln
   Acadia - Acadia
   E. C. - Bryce Canyon
   G. L. - Crater Lake
   Ft. McKinley - Fort McHenry
   G. S. - General Grant
   Gla. - Glacier
   G. C. - Grand Canyon
   G. T. - Grand Teton
   G. S. M. - Great Smoky Mountains

Abbreviations

   Haw. - Hawaii
   H. S. - Hot Springs
   T. R. - Isle Royale
   Las. - Las Vegas
   M. C. - Mammoth Cave
   M. V. - Mesa Verde
   Mt. McKinley - Mt. McKinley

2
Mt. R. - Mt. Ranier
Platt - Platt
H. M. - Hookey Mountain
Seq. - Sequoia
Shen. - Shenandoah
W. C. - Wind Cave
Yel. - Yellowstone
Yos. - Yosemite
Zion - Zion

MONUMENTS
Band. - Bandelier
C. G. - Casa Grande
D. V. - Death Valley
D. T. - Devils Tower
G. W. B. - George Washington Birthplace
P. F. - Petrified Forest
Etc.

HISTORICAL PARKS
Morris. - Morristown

MILITARY PARKS
Chick. - Chickamauga & Chattanooga
Ft. Don. - Fort Donelson
Fred. - Fredericksburg - Spottsylvania
Gett. - Gettysburg
Guilford - Guilford Courthouse
Kings Mt. - Kings Mountain
Moore - Moore's Creek
Peters. - Petersburg
Shiloh - Shiloh
Stones River - Stones River
Vicks. - Vicksburg
Etc.

FIELD DIVISIONS
B. B. - Branch of Buildings
B. F. - " Forestry
B. E. - " Engineers (Western)
E. E. E. - Eastern Branch of Engineering
E. P. D. - " Plans & Designs
P. D. - Plans & Designs (Western Branch)
P. N. - Park Naturalist Division
W. L. - Wild Life Division
8. Although it is possible to locate correspondence by the subject alone, it has been found that making index cards for important subjects is very essential, especially so, when changes in personnel takes place and incoming employees find it difficult to locate papers unless a complete key to the records has been maintained by the former clerks. Card the name; file number; general subject matter, and date.

9. When a letter contains more than one subject, a cross reference should be used when there are not sufficient copies for this purpose (Form 10-229 - See Exhibit No. 1.)

10. Upon receipt of a letter in which previous correspondence is referred to, the same shall be withdrawn from the files and connected up, charge made and referred to the proper official for attention.

11. A facing sheet and back (Form 10-33-See Exhibit No. 2) shall be used with Acco Fastener to clamp the file together. In arranging papers in file the last date should be filed on top. The file should not be over 1-1/2 inches thick and when it has reached this thickness it should be closed out showing the dates included in file as Jan. 1, 1938 to Dec. 31, 1933, in lower right hand corner of facing sheet. A new file then should be made up and numbered Part 2, etc.

12. Whenever a file is taken from the files and given to an employee to be retained for any length of time, a charge slip shall be made out and placed in the folder to give at all times a complete record of the location of the file.

13. Whenever there shall be an accumulation of papers, books or other documents which are not needed or useful in the transaction of current business and have no permanent or historic value, a report should be made to the Service giving a description of such material. The material will then be included in a report which is annually submitted to Congress asking authority for the destruction of useless records. All persons are forbidden by law to mutilate any public docu-
ments without prior authority of Congress.
GENERAL

0-1 - CONFERENCES
  0-1.1 - Superintendent's
  0-1.2 - Rangers
  0-1.3 - Park Naturalists
  0-1.4 - Staff
  0-1.5 - Operators

0-2 - INTERVIEWS

0-3 - INVITATIONS & ADDRESSES

0-4 - LETTERS OF INTRODUCTION

0-5 - RECORDS & FILES

0-6 - PRINTING & BINDING

0-10 - LAWS & LEGAL MATTERS (General)
  0-10.1 - Decisions of Attorney General
  0-10.2 - " Comptroller
  0-10.3 - " Solicitor
  0-10.4 - " Treasury

0-20 - EXECUTIVE DEPARTMENTS & ESTABLISHMENTS

0-30 - FOREIGN PARKS (Arrange Alphabetically)
  0-31 - MILITARY PARKS
  0-32 - PROPOSED PARKS
  0-33 - STATE PARKS
  0-34 - CITY PARKS (Washington, D. C.)
  0-35 - PROPOSED MONUMENTS
  0-36 - PROPOSED NAT. HISTORICAL PARKS
  0-37 - PROPOSED NAT. MILITARY PARKS
100

HISTORY & LEGISLATION

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101 - HISTORY (General)
101-01 - Dedications
101-02 - Historical Programs

120 - LEGISLATION (General) (Arrange by)
120-01 - House Bills (yearly )
120-02 - Senate Bills (Congress )

120-05 - Acts
120-06 - Memoranda (Legislation)
120-07 - Proposed Legislation
**ADMINISTRATION & PERSONNEL**

201 - ADMINISTRATION (General)
   201-01 - Director
   201-02 - Associate Director
   201-03 - Assistant Directors (Alphabetically)
   201-05 - Chief Clerk
   201-05.1 - Accounts Division
   201-05.2 - Mails & Files
   201-06 - Superintendents and Custodians
   201-10 - U. S. Commissioners
   201-11 - Advisory Council
   201-12 - Inspectors
   201-13 - Organization
   201-13.1 - " Charts
   201-13.2 - " Lists-Per annum (Form 10-197)
   201-13.3 - " " " " diss (Form 10-200)
   201-14 - Re-organization
   201-15 - Policy
   201-16 - Notary Public

202 - BOUQUETS

203 - COMPLAINTS

204 - INSPECTIONS & INVESTIGATIONS (General)
   204-01 - By Congressional Committees
   204-10 - By Field Officers
   204-20 - By Headquarters Officers
   204-30 - Itineraries

205 - INSTRUCTIONS & ORDERS (General)
   205-01 - Executive Orders
   205-01.1 - Proclamations
   205-02 - National Parks Service
   205-03 - Secretary's
   205-04 - Travel Orders

206 - MAIL FACILITIES (General)
   206-02 - Change of Addresses
   206-03 - Cancellation Stamps
   206-04 - Letters Referred
   206-05 - Loan of Auto's for delivery of
   206-06 - Loss of Mail
   206-07 - Mail Service
   206-08 - Post Offices (Establishment of)
   206-09 - Postage
   206-10 - Registered Mail
206 - MAIL FACILITIES (General) Continued
206-11 - Mailing Lists
206-12 - Air Mail
206-13 - Foreign Mail
206-14 - Signing of Mail
207 - REPORTS (General)
207-01  - Annual
207-01.2 - Directors
207-01.3 - Secretary's
207-01.4 - Superintendents
207-01.5 - Park Naturalist
207-02  - MONTHLY
207-02.1 - Directors
207-02.2 - Secretary's
207-02.3 - Superintendents
207-03  - Historians
207-04  - Park Naturalist's
207-05  - Rangers
207-05 - Traffic
207-10  - Travel - Weekly - Employees
207-11  - Travel - Weekly - Public
207-11.1 - Travel - Monthly - Public
207-11.2 - Travel - Annual - Public
207-20  - Weather
207-21  - Mail Reports
207-22  - Final Construction Reports
207-23  - Burials

208 - RULES & REGULATIONS (General)
208-01  - Automobile & Motor Cycles
208-01.1 - Driver's
208-01.2 - License
208-01.3 - Fees
208-01.4 - Permits
208-01.5 - Traffic Regulations
208-02  - Building Code
208-04  - Dogs, Cats, etc.
208-05  - Drumming
208-06  - Fishing, Hunting & Trapping
208-07  - Flags
208-08  - Liquor Traffic
208-09  - Live Stock
208-10  - Moral Conditions
208-11  - Robbery
208-20  - Travel Regulations (General)
208-20.1 - "  " Employees
208-20.2 - "  " Transportation of Household Goods
208-20.3 - "  " Transportation Requests
208-20 - Uniforms & Equipment
208-40  - Vandalism
208-41  - Deaths
208-42  - Flying
208-43  - Mining
208-44  - Fire Arms
200
ADMINISTRATION & PERSONNEL

208-45 - Cameras, Use of,
208-46 - Ranger Regulations

250 - PERSONNEL
251 - Civil Service Laws & Correspondence
252 - EMPLOYMENT
    252-01 - Application for
    252-02 - Application for Superintendents
    252-03 - Employment Agencies

253 - APPOINTMENTS (General)
    253-01 - Appointments Non-appointed personnel
    253-02 - " "  " Reports
    253-03 - Allowance for L. H. & Q.
    253-03.1 - Approved Schedule
    253-03.2 - Description of Quarters
    253-03.3 - Letters to G. A. O.
    253-04 - Compensation for Injuries
    253-05 - Regulations, Field Appointments

255 - EFFICIENCY RATINGS

256 - EXAMINATIONS (General)
    256-01 - Clerks Promotion
    256-02 - Forester
    256-03 - Park Naturalist
    256-04 - Photographers
    256-05 - Police
    256-06 - Rangers
    256-07 - Sanitary Engineers
    256-08 - Assistant Superintendents
    256-09 - Landscape Architects
    256-10 - Paleontologist
    256-11 - Park Historian
    256-12 - Jr. Park Naturalist

257 - LEAVE (General)
    257-01 - Annual
    257-02 - Jury Duty
    257-03 - Sick
    257-04 - W. C. P. (Without Pay)
    257-05 - Military
    257-07 - Tardiness Reports

258 - INSURANCE, LIABILITY & SURRY COMPANIES

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200

ADMINISTRATION & PERSONNEL

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259 - IDENTIFICATION CARDS

250 - PROMOTIONS

251 - SEPARATIONS

262 - RECLASSIFICATION
   262-01 - Re-allocation
   262-02 - P. C. B. Sheets
   262-03 - Salary Rates

263 - RETIREMENT (General)
   263-01 - Application for
   263-02 - " Refunds
   263-03 - Deductions
   263-04 - Reports

264 - TRANSFERS (General)
300

APPROPRIATIONS, FINANCE & ACCOUNTS

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301 - BUDGET BUREAU (General)
   301-01 - Budget Officer (Interior Department)
   301-02 - Economics & Efficiency Methods

302 - APPROPRIATIONS - ESTIMATES (General)
   302-01 - Estimate Manual

303 - APPROPRIATIONS (General)
   303-02 - Donations
   303-03 - Emergency Reconstruction & Forest Fires
   303-04 - Library Fund
   303-05 - Insect Infestations
   303-06 - Outline of Work
   303-07 - Printing & Binding
   303-08 - Salary Reports (2% Savings)
   303-09 - Expenditures from Appropriations or Allotments
             for personnel. (Form M-1-190)
   303-11 - Stationery
   303-12 - Warrants
   303-13 - Claims, Settlement of
   303-14 - Equipment Rentals

304 - ALLOTMENTS (General)
   304-01 - Allotment Advises
   304-02 - Quarterly Apportionments (Waivers)
   304-03 - Printing & Binding - Condition of Allotment
   304-04 - Roads Budget

305 - DISBURSING CLERK (General)
   305-01 - Certificates of Deposit
   305-02 - Certificates of Settlements
   305-04 - Checks, Lost, etc.
   305-05 - Disbursing Accounts (Forms 1043-1045 & 1051+6-7877)
   305-06 - Requisitions for Funds
   305-07 - Schedule of Disbursements
   305-08 - Pay rolls

306 - ACCOUNTS (General)
   306-01 - Cost Accounting System
   306-02 - Expenditures Records (Allotment Ledger or Form 10-45)
   306-03 - Roads & Trails
   306-05 - Fund Accounting
   306-07 - Statement of Balance
   306-08 - Treasury Settlements
   306-09 - Uniform System of Accounting
   306-10 - Storehouse Accounting

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300

APPROPRIATIONS, FINANCE & ACCOUNTS

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307 - RECEIPTS & REVENUES (General) (Form 10-44) (Form 10-46)
   307-01 - Remittances

308 - VOUCHERS
   308-01 - Vouchers Correspondence
   308-02 - Direct Settlement Liability Cards
   308-03 - Bills of Lading

309 - DISCOUNTS
SUPPLIES & EQUIPMENT

400 - SUPPLIES & EQUIPMENT (General)

401 - CHIEF COORDINATOR (General)

402 - SUPPLY CIRCULARS & BULLETINS (General)
  402-01 - Bureau of Public Roads
  402-02 - Chief Coordinator Circulars
  402-03 - General Supply Committee Circulars
  402-04 - Schedule of Supplies

403 - CONTRACTS (General)
  403-01 - Contracts Correspondence
  403-02 - Contractors (Name of Firm, etc.)
  403-03 - " (Disbarment from Bidding)

405 - INVENTORIES

406 - SALE OF GOVERNMENT SUPPLIES

407 - SURPLUS GOVERNMENT SUPPLIES

420 - ALCOHOL

421 - ANIMALS
  421-01 - Dogs
  421-02 - Horses
  421-03 - Mules

422 - AWNINGS, FLAGS, TENTS, ETC.

423 - BINDERS

424 - BINOCULARS & TELESCOPES

425 - BOOKS, MAGAZINES, ETC.

426 - CAMP & MESS EQUIPMENT (General)

427 - ELECTRICAL SUPPLIES & EQUIPMENT
  427-01 - Electrical Refrigerators

428 - ENGINEERS SUPPLIES & EQUIPMENT (General)
  428-01 - Drafting Supplies

429 - EXPLOSIVES (General)

430 - FIRE ARMS & AMMUNITION (General)

431 - FIRE FIGHTING SUPPLIES & EQUIPMENT (General)
SUPPLIES & EQUIPMENT

432 - FORMS & STATIONERY (General)
   432-01 - Requisitions for Forms
   432-02 - " Stationery

433 - FURNITURE (General)
   433-01 - Rags

434 - FUEL (General)
   434-01 - Coal
   434-02 - Wood
   434-03 - Oil Burners
   434-04 - Fuel Oils

435 - GASOLINE & OILS (General)

436 - KEYS, LOCKS & POUCHES

437 - BUILDING SUPPLIES
   437-01 - Cement
   437-02 - Plumbing Supplies

440 - MACHINES (Labor Saving) (General)
   440-01 - Adding Machines
   440-02 - Addressograph Machines
   440-03 - Bookkeeping Machines
   440-04 - Calculating Machines
   440-05 - Cash Registers
   440-06 - Mimeograph Machines
   440-07 - Typewriting Machines & Equipment
   440-08 - Dictaphones

441 - MEDICAL SUPPLIES & EQUIPMENT (General)

442 - MISCROSCOPES

443 - MOTOR & STEAM EQUIPMENT (General)
   443-01 - Automobiles
   443-01.2 - Tires & Tubes
   443-02 - Gas Engines
   443-03 - Graders
   443-04 - Snow Motors & Snow Plows
   443-05 - Sprayers
   443-06 - Steam Shovels
   443-07 - Tractors
   443-08 - Trucks
   443-09 - Concrete Mixers
   443-10 - Compressors
   443-11 - Rock Crushers
   443-12 - Lawn Mowers
SUPPLIES & EQUIPMENT

444 - PHOTOGRAPHIC SUPPLIES & EQUIPMENT (general)
   444-01 - Cameras
   444-02 - Motion Picture Machines & Projectors
   444-03 - Films
   444-04 - Slides

445 - SAFES

446 - SEALS

447 - SIGNS
   447-01 - Fire & Windshield Stickers

448 - SUBSISTANCE SUPPLIES (General)

449 - STAMPS (Rubber & Metal)

450 - TRANSPORTATION (General)
   450-01 - Bills of Lading Reports
   450-03 - Traffic Manager (Interior Department)
   450-03.2 - Routing of Supplies
   450-04 - Freight Shipments
   450-04.1 - Rates
   450-05 - Express Shipments
   450-05.1 - Rates
   450-06 - Parcel Post Shipments
   450-06.1 - Rates
   450-07 - Passenger Rates

451 - TOOLS

455 - UNIFORMS & EQUIPMENT (General)
PUBLICITY & STATISTICS

500

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501 - PUBLICITY
501-01 - Advertising
501-01.1 - Roadside Advertising & Road Signs
501-02 - Magazine Articles
501-03 - Newspaper Articles (Press Notices)
501-04 - Special Articles on National Parks (Speeches)

502 - ENTERTAINMENTS & LECTURES (Nations’ Christmas Tree)
502-01 - Radio Addresses

503 - PICTURES (General)
503-01 - Loan of Slides, etc.
503-02 - Pictorial Index
503-10 - Moving Pictures (General)
503-11 - Loan of Films, etc.

504 - PUBLICATIONS (General) Request for General Information
504-01 - Bulletins (Park Service Bulletin)
504-01.2 - Ranger Bulletins
504-01.3 - Superintendents Bulletins (Volcano Letters)
504-02 - Code Books
504-03 - Manuals
504-03.1 - Field Manuals
504-03.2 - Ranger Manuals
504-03.3 - Railroad Manuals
504-03.4 - Employees’ Information Manual
504-04 - Maps
504-04.1 - Motorist Guides
504-04.2 - Blue Prints
504-05 - Glimpses of Our National Parks
504-06 - Mammals & Birds (Mt. Rainier)
504-07 - Portfolio of National Parks
504-08 - Annual Reports (Requests for)
504-09 - Official Register
504-10 - Natural History Leaflets
504-11 - Nature Notes
504-12 - Glimpses of our National Monuments
504-13 - Park Service Directory
504-14 - Plants of Rocky Mountain
504-15 - Glimpses of our Eastern Historical Areas

550 - STATISTICS (General)
600 - LANDS, BUILDINGS, ROADS & TRAILS (General)
   600-01 - Master Plan
   600-02 - Six Year Program
   600-03 - Development Outline
   600-04 - Specifications

601 - LANDS (General)
   601-01 - Administration Sites
   601-02 - Airfield Sites
   601-02.1 - Beacon Lights
   601-03 - Camp Sites
   601-03.1 - Applications for camps (E. C. W.)
   601-03.2 - Abandoned Camps
   601-04 - Military Sites
   601-05 - Reservoir Sites
   601-06 - Utility Sites
   601-07 - Bird Park (Hawaii)
   601-08 - Parking Areas
   601-09 - Cemetery Sites
   601-10 - Gardens
   601-11 - Park Entrances
   601-12 - Recreational Areas
   601-13 - Wilderness Areas
   601-14 - Research Reserves
   601-15 - Landscaping

602 - BOUNDARIES (General)
   602-01 - Boundaries (Extension)

603 - CONDEMNATION OF LANDS

604 - DONATIONS

605 - ENTRIES (General)
   605-01 - Exchanges (Incl. State & School Lands)

606 - IRRIGATION (General)

607 - JURISDICTION (General)
   607-01 - Jurisdiction ( Arrest of Supt. )

608 - MEMORIALS (General)

609 - LEASES (General)
   609-01 - Mining Claims

610 - PRIVATE HOLDINGS (General)
   610-01 - Purchasing of Lands (Precedent for)
   610-02 - Taxes

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LANDS, BUILDINGS, ROADS & TRAILS

611 - REPAIRS & IMPROVEMENTS (Fences)
   611-01 - Elevators

612 - RIGHTS OF WAY

613 - SALE OF LOTS

614 - SURVEYS

615 - VALUE OF LANDS

616 - WITHDRAWALS & RESTORATIONS

618 - PUBLIC WORKS ADMINISTRATION

619 - CIVIL WORKS ADMINISTRATION (F.E.R.A. & S.E.R.A.)

620 - BUILDINGS (General)
   620-01 - Administration Building
   620-03 - Bath Houses
   620-04 - Barracks
   620-05 - Bank Houses
   620-06 - Boat Houses
   620-08 - Checking Stations
   620-10 - Churches
   620-11 - Club Houses
   620-15 - Comfort Stations
   620-20 - Community Buildings
   620-21 - Custom House
   620-25 - Detention Buildings (Jails)
   620-29 - Fire Houses
   620-30 - Fish Hatchery
   620-31 - Gauging Stations
   620-35 - Garage
   620-36 - Hospitals
   620-36.1 - Morgues
   620-37 - Lookout Stations
   620-38 - Ice & Cold Storage Buildings
   620-45 - Mass Houses
   620-46 - Museums (See also 623-05)
   620-49 - Observatories
   620-50 - Pavilions
   620-51 - Post Offices
   620-52 - Powder Magazines
   620-53 - Power Houses
   620-54 - Pump Houses
   620-58 - Quarters for Employees (Residences)
   620-63 - Ranger Cabins & Stations
   620-68 - Schools
   620-70 - Service Stations

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600
LANDS, BUILDINGS, ROADS & TRAILS

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620 - BUILDINGS (General) Continued
   620-75 - Sheds
   620-76 - Shops
   620-78-1 - Blacksmith Shop
   620-78-2 - Carpenter Shop
   620-78-3 - Electric Shop
   620-78-4 - Paint Shop
   620-78-5 - Plumber Shop
   620-78-6 - Machine Shops
   620-80 - Shelter Cabins
   620-81 - Snow Shoe Cabins
   620-85 - Space in Buildings
   620-90 - Stables & Barns
   620-95 - Tent Houses
   620-96 - Tool Houses
   620-97 - Transformer Vaults
   620-100 - Warehouses
   620-101 - Woodsheds
   620-102 - Zoos
   620-103 - Shower Buildings
   620-104 - Incinerator
   620-105 - Oil Station
   620-106 - Fillet House

621 - CONSTRUCTION PROJECTS

630 - ROADS (General)
   630-02 - Maintenance
   630-02.1 - Oiling
   630-02.2 - Snow Removal

631 - CONSTRUCTION UNDER ROAD BUDGET PROGRAM

632 - ROADS OUTSIDE OF PARK (Approach Roads)

633 - ROADSIDE CLEAN UP

640 - TRAILS (General)
   640-01 - Construction of
   640-02 - Maintenance
   640-20 - Transmountain Trails

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600

LANDS, BUILDINGS, ROADS & TRAILS

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650  -  LAKES, RIVERS & WATERWAYS
   650-01  -  Lakes
   650-02  -  Rivers
   650-03  -  Waterways
   650-04  -  Bridges
   650-05  -  Structures in Waters

660  -  PLANTS & SYSTEMS (General)
   660-01  -  Electric Light Plants & Systems
   660-02  -  Heating Plants & Systems

660-03  -  SANITARY SYSTEMS
   660-03.1  -  Drainage
   660-03.2  -  Purification
   660-03.3  -  Sanitation
   660-03.4  -  Sewage

660-04  -  TELEPHONE, TELEGRAPH & RADIO SERVICE
   660-04.1  -  Telephone
   660-04.2  -  Telegraph
   660-04.3  -  Radio

660-05  -  WATER SUPPLY SYSTEMS (General)
   660-05.1  -  Distribution of
   660-05.2  -  Fountains
   660-05.3  -  Gauging
   660-05.4  -  Reservoirs
   660-05.5  -  Hetch Hetchy (San Francisco Water Supply)
   660-05.6  -  Water Analysis (Mineral Water)
   660-05.61 -  Radio Activity
   660-05.62 -  Water Power
   660-05.7  -  Water Rights
   660-05.8  -  Wells (Artesian, etc.)

660-06  -  CONDITIONING SYSTEMS (Air)
700

FLORA, FAUNA, NATURAL PHENOMENA, ANTIQUITIES AND SCIENCES

700-01 - NATURE STUDY

701 - FLORA (General)
    701-01.1 - Cryptogamic (Lower Plants)
    701-01.2 - Flowering Plants (Exclusive of Trees)
    701-01.3 - Silver Sword (Hawaii)
    701-01.4 - Trees (See 884-03)

710 - FAUNA (General)

711 - ZOOLOGY

712 - AMPHIBIA

713 - BIRDS

714 - FISHES

715 - MAMMALS
    715-01 - Antelope
    715-02 - Bears
    715-03 - Buffalo
    715-04 - Deer
    715-05 - Elk
    715-06 - Goats & Sheep
    715-07 - Moose
    715-08 - Beaver

716 - INSECTS (Arthropoda)

717 - INVERTEBRATES (Except Arthropoda)

718 - ECOLOGY

719 - PREDATORY ANIMALS

720 - PROTECTION & CARE (General)
    720-01 - Feeding
    720-02 - Outside of Park
    720-03 - Preserves
    720-04 - Wild Life Survey

721 - INDUSTRY (General)
    721-01 - Shipments
    721-02 - Skins

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FLORA, FAUNA, NATURAL PHENOMENA, ANTIQUITIES AND SCIENCES

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730 - NATURAL PHENOMENA (General)

731 - GEOGRAPHY (General)
    731-01 - Place Names
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