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IOWA GRAVES  
REGISTRATION  
AND  
WAR RECORDS SURVEY

MANUAL OF  
INSTRUCTIONS

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MUSEUM  
EXTENSION  
PROJECT  
Des Moines, Iowa  
Works Progress  
Administration



# MANUAL OF INSTRUCTIONS

SPONSORED BY THE ADJUTANT GENERAL

## IOWA GRAVES REGISTRATION AND WAR RECORDS SURVEY

STATE - WIDE PROJECT  
WORKS PROGRESS ADMINISTRATION  
WOMENS & PROFESSIONAL DIVISION  
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STATE SUPERVISOR

STATE OFFICE  
STATE CAPITOL  
DES MOINES

AUGUST 1938

IOWA STATE TRAVELING LIBRARY  
DES MOINES, IOWA



## FOREWORD

Although the Graves Registration Survey in Iowa has operated under that title for a considerable period, it is in reality mis-named. Our particular Project is of a much broader scope. In addition to locating and registering the graves of all United States war veterans who are buried in Iowa, this Survey provides a rather complete record of the military history of the deceased individuals. Also, whenever a deceased veteran was of historical prominence, either locally or nationally, special mention is made on the Registration. Consequently, a more correct name for Graves Registration in Iowa is WAR RECORDS SURVEY. Such a name, however, will not be used officially since it might lead to a misunderstanding, due to the fact that our Co-Sponsor, the American Legion, has been conducting a Graves Registration program under that name for at least fifteen years.

To obtain the more complete record on each deceased veteran it has been necessary to secure the required information from a variety of sources. Such data are discussed in detail in the Manual, explaining the "Iowa Plan" of Graves Registration.

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Since the preparation of this Manual has involved a considerable amount of work, I would like to give special credit to the following members of the State Office Staff:

Bertha Quandahl, Editor and Proof-reader  
E. L. Canady, Design and Special Stencil Work  
Francis K. Christenson and Willard Twitchell,  
of the Mimeographing Department.

\*\*\*\*\*

I also want to express my appreciation to the Iowa Historic Records Survey which contributed the use of a Vari-typer for special stencil work; also to the Museum Extension Project of Polk County which provided the excellent job of binding the Manuals.

*L. M. Palmer*

The Author



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### PREFACE

#### TO THE FIELDWORKER

The Manual of Instructions for the Graves Registration Survey represents many hours of thought and work. In its preparation we have tried to anticipate various questions that will arise during the progress of the Project. Our hope is that the Manual will help solve these problems, and provide all of you with a better understanding of the various phases of the Survey.

To facilitate using the Manual, a rather complete Index has been provided. When some question in regard to Project operation is raised, consult the Manual FIRST, then if a satisfactory answer is not found, write to the State Office.

We hope that you will enjoy reading the Manual, that it will contribute materially to more efficient operation of our Project, and that you will USE it on the job.

Appendix I Forms used on Survey, with samples

Appendix II Various Sources of Information

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# MANUAL OF INSTRUCTIONS

## IOWA

### GRAVES REGISTRATION SURVEY

#### I. INTRODUCTION:

1. *Origin of Memorial Day:* In 1868 while General Logan, who was then the National Commander of the Grand Army of the Republic, was visiting the scene of old battle fields around Richmond, Virginia, he came across an old church yard cemetery containing scores of graves of Confederate soldiers. Upon these graves he noticed the small bleached Confederate flags, faded flowers and wreaths that had been placed there by loving hands on the occasion of their Decoration Day. The General thought that this beautiful revival of the customs of the ancients in preserving the memory of the dead should be observed in the case of the graves of the Union veterans as well. Consequently, shortly thereafter the Commander issued his now famous General Orders, Number 11, which are now usually read at Memorial Day services throughout the land.

After due deliberation and investigation, May 30 was designated as the official Memorial Day of the Grand Army of the Republic, since it was found that at this time of the year, flowers would be at their greatest perfection in all parts of the nation. The first Memorial Day Service under the new Orders was held at Arlington National Cemetery on May 30, in the year 1868, and was attended by practically all the high ranking officials of the Federal Government. Since then, Memorial or Decoration Day has come to be universally observed in every state of the Union. Graves of veterans of all United States' wars are now included in the Memorial Service.

2. *Graves Registration in Iowa:* In the late '20's The Grand Army of the Republic relinquished the supervision of the Memorial Day services throughout the nation to its younger successor, the American Legion. This large and powerful group immediately embarked on a program to see that the grave of every deceased veteran resting in the United



States was included in the Decoration Day service. Consequently, it became necessary to locate the resting place of all soldier dead.

Seemingly, to locate the various graves would be comparatively easy, a mere matter of going into each cemetery in the State and registering the particular graves and marking them accordingly. It was soon discovered, however, from a preliminary survey that the location of many veterans' graves was unknown; or in many cases if they were known and marked, no mention was made of their veterans' status. Further investigation also disclosed that the location of many smaller cemeteries, especially in the rural areas was generally unknown. To further complicate the situation no complete list of veterans of the various wars, buried in Iowa, was available.

3. *Graves Registration a State Department:* When the above deplorable condition became generally known the American Legion and other patriotic groups asked the State Legislature to make some provisions for securing a complete registration of all veterans' graves in Iowa. As a result, an Act was passed by the Forty-Third General Assembly in 1929, which created the Division of Graves Registration as a part of the Adjutant General's office of Iowa. The Forty-Fourth General Assembly in the year 1931 made an appropriation for the new division which became operative on January 1 of that year with a full-time Director of Graves Registration.

During the first two years of its existence the newly created Division of Graves Registration had to depend almost entirely upon voluntary assistance in locating and registering veterans' graves. The various patriotic societies, chief among which was the Iowa Department of the American Legion, responded nobly. Each Legion Post appointed a Graves Registration chairman. District and county chairmen were also named in each of the nine districts in the State, all operating under the supervision of the Iowa Department Chairman of Graves Registration.

4. *Federal Assistance:* Since the inception of the various Federal relief programs, some progress has been made in Graves Registration in Iowa. Preliminary work was carried out under the Civil Works Administration, and the Iowa Emergency Relief Administration, with the American Legion,



Department of Iowa, as cooperating sponsor with the Adjutant General of Iowa. At the present time, (1938) the Graves Registration work is being prosecuted as a state-wide survey with the assistance of the Works Progress Administration, under the sponsorship of the State of Iowa through the Adjutant General. In addition to opening in counties in which little or no registering had ever been done, rechecking of previous work, by more accurate methods is now under way.

## II DESCRIPTION AND PURPOSE OF IOWA GRAVES REGISTRATION SURVEY

(Now operating under funds of the  
Works Progress Administration)

Simply stated, the purpose of the survey is, as shown in the original Project Proposal, "A survey to provide a complete file of the names, war records, and other information of the deceased veterans resting within the State of Iowa." This, of course, means securing such information for every United States war veteran, from the Revolution up to and including those of the World War, and later disturbances.

1. *Permanent Files:* After the field forms have been thoroughly checked they will either be transcribed to a permanent kardex-type file, contained in fire-resistant steel cabinets, or micro-filmed for a permanent record, also housed in steel cases. These containers, in turn, will be housed in the State Historical Building where they will be accessible to all residents of Iowa. All registrations will be listed: (1) Alphabetically by county, (2) Alphabetically by cemetery and (3) Alphabetically by name of veteran under "Cemetery". A small card cross-index file, also housed in a special steel cabinet, is being established. This will list, alphabetically, the names of all deceased veterans buried in Iowa. The cross-index, in addition to the name of the veteran, will also indicate the city, county, township, cemetery and war or wars. When the survey is completed there will be permanent registration cards for an estimated 80,000 United States war veterans who are buried in Iowa.

2. *Public Benefits:* Such a complete and authentic record of Iowa's soldier dead will be a distinct public benefit. Aside from the original purpose of the registration program -- which will enable the patriotic organizations within the State



to properly decorate and mark the deceased veterans' graves -- there is an even more substantial gain which affects, directly or indirectly, all Iowans. The permanent Graves Registration files, when completed, will provide a nucleus of a geneological record that is unsurpassed. Although the Registration program is concerned only with veterans, there are few persons in Iowa who will not profit from the results. There is scarcely a family that has not had at least one of its members in the Service during the period covered by this survey. Consequently, the files of the Graves Registration Survey will become a definite link in the family history of nearly every citizen in Iowa. Moreover, the information will be authentic, readily accessible and complete.

### III. ADMINISTRATIVE AND FIELD SET-UP:

1. *Technical Direction of Sponsor:*      T h e Graves  
Registration  
Survey in Iowa is sponsored by the State through the Adjutant General. Technical supervision is provided by the State Division of Graves Registration, a part of the Adjutant General's office. The Director of this Division devotes almost his entire time to the technical supervision of the Survey, divided between the State Administrative Office of the Project and actual field supervision.
2. *State Supervisor:*      The State Supervisor of the  
Survey is charged with the  
efficient administration of the Project throughout the State. Since the Project is of a research nature, he is directly responsible to the State Statistical Coordinator of the Works Progress Administration. The State Supervisor must also be thoroughly familiar with the technical operation of the Survey and act as an assistant to the Sponsor's representative in that phase of the work.
3. *Local Supervision:*      Since the Survey is state-  
wide, each of Iowa's 99  
counties serves as a convenient unit of operation. As soon as suitable personnel becomes available in a county the Project is initiated. Headquarters are usually established in the county seat, since a greater share of the newspaper records, county histories, and other im-



portant information is to be found there. Local supervision, at no cost to the Works Progress Administration, is provided in most cases by a member of the local post of the American Legion, which is acting as a cooperating sponsor. The members of the Iowa Department of the American Legion (as well as many other patriotic groups in the State) have been conducting a program of graves registration for a number of years, hence are well qualified to act as local supervisors of the Project. This form of contribution is invaluable to the successful prosecution of the work.

4. *Field Office Space:* Office space and equipment for the field workers on the Survey can usually be obtained gratis. In Iowa we are fortunate in that excellent working space has been provided in all cases by either the county or city authorities or by some patriotic organization. Such contributions toward the operation of the Survey are of great value.

5. *Correspondence:* To facilitate correspondence between the State Office and any particular county unit, in matters regarding Project procedure, where there are two or more workers employed, one of the workers is designated as the Acting Supervisor. He takes care of the regular correspondence to the State Office, after first consulting the Co-Sponsor-Supervisor. The State Office, in turn, addresses all letters to the Project Co-Sponsor - Supervisor, with copies to Acting Supervisors, the Leader of the particular unit concerned. By following this procedure, the Co-Sponsor-Supervisor is relieved of a great deal of detail work, yet can keep in constant touch with the progress of the Survey.

6. *Administrative Office:* The State Office of the Graves Registration Survey is divided into two sections (1) General Administrative, and (2) Research. The former, of course, from its very name has to do with the administration of the Project in all its phases. The latter, or RESEARCH DIVISION, as indicated, deals strictly with the research portion of the Survey. (See Organization Chart).

Field forms are checked, indexed for reference, and temporarily filed, by one group in this division. Another group of workers check the field forms which are



incomplete, and by searching through all available information\*, both in the State Office and in the State Historical Building, supplement the original data. As a final check, to be sure that all possible information appears on each registration, correspondence (through the Sponsor) is directed to officials of other States and to relatives and friends of deceased veterans, in an effort to secure the needed data.

After a field form of any registration has been pronounced complete, it is cross-indexed and then transcribed to its final form, which becomes a part of the permanent record.

#### IV. WORK PROCEDURE

1. *Introduction:* In order to understand the work procedure, it is first necessary to explain somewhat the underlying reasons for the various phases of the program. The system that has finally been developed is the result of a number of years of what might be termed "trial and error" methods in an attempt to find the most accurate means of securing 100% registration of the graves, which are located in Iowa, of ALL veterans of ALL United States wars. This State was among the first to establish a Division of Graves Registration, and consequently had to pioneer its Registration Plan. Little could be gained through contact with other States, hence the evolution of the present working procedure.

(a) *Cemetery Records Inadequate:* At the conception of the Program in Iowa it was thought that it would be a comparatively simple matter to visit all of the cemeteries in the State, check their records, and transcribe them to a master file. It was soon discovered, however, that this plan would not achieve any where near the desired results, for the following reasons:

(1). Many cemeteries do not maintain adequate records; some, none at all. Without a State law requiring all cemeteries to file uniform plats in the county offices, it is not even known how many cemeteries exist in Iowa today.

\*This includes all the available War Rosters of other States.



(2). A goodly number of burial grounds are literally "lost". They have grown up to weeds, are uncared for, and forgotten. In many cases, as later work has shown, such "lost" cemeteries usually contain a number of graves of pioneer veterans who served our country.

(3). Even in well-kept cemeteries, veterans have been found to be buried in graves with beautiful monuments, BUT with no mention of the fact that they were veterans and thus entitled to recognition.

Without adequate cemetery records other means of securing the necessary Registration data had to be found.

(b) *Vital Statistics Lacking:* A complete and official record of deaths in the State over the period covered by the Registration program would be another logical source of information. However, it is only within comparatively recent years that Iowa has established a uniform system of recording her vital statistics: a State-operated department that adequately maintains such information. Prior to this time, however, some counties did have records of their vital statistics but there were no comprehensive records throughout the State, to serve as a basis for research in Graves Registration. To accomplish the goal, of securing a complete file of the names of all deceased veterans, it became necessary to devise a plan or system, whereby such results could reasonably be obtained. The present procedure is the result. Perhaps it does tend to overlap in some instances, but results are forthcoming.

2. *The "Iowa" System of Graves Registration:* Briefly stated, our method of procedure is a combination of research in:

- (1) Old newspaper files
- (2) City and county records (tax, land grant, etc.)
- (3) Assessors' books
- (4) School records
- (5) Church records
- (6) Morticians' records
- (7) Doctors' records



- (8). Records of service and patriotic organizations
- (9) Contact with persons who might have knowledge of the deceased veteran in question.

We might mention at this time that the personnel of the Works Progress Administration is permitted to conduct its research in records that are public. Later, it is hoped to obtain permission to secure more complete data by having the workers comb ALL sources of information, especially in contacting, either personally or by mail, relatives and friends of the deceased.

(a) *Definition of Terms:* Before any work can be started on any survey, it is well to define the terms with which we will work. The Graves Registration Survey in Iowa deals strictly with deceased veterans (United States' wars), (1) with those whose remains are interred in this State, (2) with veterans who lived and died in Iowa but whose remains may be interred outside of the State, (3) with certain war veterans who, though having lived in Iowa for a period of years, died and were buried outside the State. Records of such veterans should be made if their previous recognition in the community warrants it.

(1). *Veterans:* Probably the first term that requires a definition is veterans. By veteran is meant any person (man or woman) who was honorably discharged from the Army, Navy or other military establishments of the United States, including the Confederate States of America. It is assumed, of course, that the veteran has a wartime record of service (before the survey is complete it may be possible to include the registrations for all deceased persons who have seen United States peacetime military service and are buried in Iowa). At present our work is confined to the limitations as noted above. Questions are also raised as to whether or not veterans who saw service in foreign military organizations, should be included in our registrations survey. The answer in most instances is definitely "NO". An exception is made, however, in cases where our citizens served in any one of the allied armies during the World War and were later transferred to or enlisted in some United States' unit.



(2) *Confederate Veterans:* Any Confederate veteran, although not having served under the United States, strictly speaking, should be included in our registrations providing, of course, he was honorably discharged.

(3) *Wars:* As previously stated, the present survey is restricted to listing those who have served in the United States wars or companies listed below:

Dates of Certain Wars, Campaigns, Expeditions, Events, etc.,

*Taken From*

*Historical Register and Dictionary, United States Army*

1775-1783	War of the Revolution, April 19, 1775 to April 11, 1783
1782-1787	Wyoming Valley Disturbances, Pennsylvania
1786-1787	Shays Rebellion, Massachusetts
1790-1795	War with northwest Indians, Miamas, Wyandots, Delawares, Pottawattamies, Shawnees, Chippewas, and Ottawas, September 1790 to August 1795
1791-1794	Whisky Insurrection in Pennsylvania
1798-1800	War with France, July 9, 1798 to September 30, 1800
1799	Fries Insurrection in Pennsylvania, Spring of 1799
1801-1805	War with Tripoli, June 10, 1801 to June 4, 1805
1806	Burr Conspiracy
1806	Sabine Expedition, Louisiana
1807	Naval Affair in Chesapeake Bay, July 9 to August 5, 1807
1808	Embargo troubles, Lake Champlain, 1808
1811-1813	War with Northwest Indians, November, 1811 to October, 1813
1812-1815	War with Great Britain, June 18, 1812 to February 17, 1815
1812	Florida or Seminole War, August 15 to October, 1812
1813	Peoria Indian War, Illinois, September 19 to October 21, 1813
1813-1814	Creek Indian War, Alabama, July 27 to August 9, 1814
1817-1818	Seminole or Florida War, November 20, 1817 to October 31, 1818
1819	Yellowstone Expedition, July 4 to September, 1819
1823	Campaign against Blackfeet and Arickaree Indians, Upper Missouri River
1827	Winnebago Expedition, Wisconsin, (no fighting) June to September, 1827, also called La Fevre Indian War



- 1831 Sac and Fox Indian troubles in Illinois
- 1832 Blackhawk War, April 26 to September 21, 1832
- 1832-1833 Nullification troubles in South Carolina, November, 1832 to February, 1833
- 1833-1839 Cherokee Disturbances and removal
- 1834 Pawnee Expedition, Indian Territory, June to September, 1834
- 1835-1836 Toledo War, Ohio and Michigan boundary dispute
- 1835-1842 Seminole or Florida War, November, 1835 to August 14, 1842
- 1836-1837 Creek Disturbances in Alabama, May 5, 1836 to September 1837
- 1836-1837 Southwestern frontier, Louisiana, Arkansas and Texas (Sabine disturbances) no fighting, April, 1836 to June, 1837
- 1837 Osage Indian troubles in Missouri
- 1838 Heatherly Indian Disturbances on Missouri and Iowa line
- 1838 Mormon Disturbances in Missouri
- 1838-1839 New York, Arrostock, and Canada (Patriot War) frontier disturbances. (No fighting)
- 1846-1847 Doniphans Expedition from Santa Fe, New Mexico to Chihuahua, Mexico, November, 1846 to February, 1847
- 1846-1848 Mexican War, April 24, 1846 to May 30, 1848
- 1848 Cayuse War, Oregon, Oregon Volunteers
- 1849-1861 Navajo troubles, New Mexico
- 1849-1861 Continuous disturbances with Comanche, Cheyenne, Lipan, and Kickapoom Indians in Texas
- 1850 Pitt River Expedition, California, April 28, to September 15
- 1851-1852 Yuma Expedition, California, December, 1851 to April, 1852
- 1851-1853 Utah Indian Disturbances
- 1851-1856 Rogue River, Yakima, Klikitat, Klamath, and Salmon River Indian Wars in Oregon and Washington
- 1855 Winnas Expedition against Snake Indians, Oregon, May 21 to September 8, 1855
- 1855-1856 Sioux Expedition, Nebraska Territory, April 3, 1855 to July 27, 1856
- 1855 Yakima Expedition, Washington Territory, October 11, to November 24, 1855
- 1855-1856 Cheyenne and Arapaho troubles
- 1855-1858 Seminole or Florida War, December 20, 1855 to May 8, 1858
- 1856-1858 Kansas Border Troubles
- 1857 Gila Expedition, New Mexico, April 16 to September 16, 1857
- 1857 Sioux Indian troubles in Minnesota and Iowa, March and April
- 1857 Mountain Meadow Massacre, Utah, September 11, 1857
- 1857-1858 Utah Expedition
- 1858 Expedition against Northern Indians, Washington Territory, July 17, to October 17, 1858



- 1858 Puget Sound Expedition, Washington Territory, July 17, to October 17, 1858
- 1858 Puget Sound Expedition, Washington Territory, August 10 to September 23, 1858
- 1858 Spokane, Coeur d'Alene and Palooos Indian Troubles in Washington Territory
- 1858-1859 Wichita expedition, Indian Territory, September 11, 1858 to December, 1859
- 1858 Navajo Expedition, New Mexico, September 9 to December, 1858
- 1859 Colorado River expedition, California, February 11 to April 28, 1859
- 1859 Pecos expedition, Texas, April 16 to August 17, 1859
- 1859 Antelope Hills expedition, Texas, June 10 to September, 1859
- 1859 Bear River expedition Utah, June 12 to October 18, 1859
- 1859 San Juan imbroglio, Washington Territory, 1859
- 1859 John Brown raid, Virginia, November and December, 1859
- 1859-1860 Cortina troubles on Texas and Mexican border
- 1860 Pah-Ute Expedition, California, April 12 to July 9, 1860
- 1860 Kiowa and Comanche expedition, Indian Territory, May 8, to October 11, 1860
- 1860 Carson Valley expedition, Utah, May 14 to July 15, 1860
- 1860 Attack on and murder of emigrants by Bannock Indians at Salmon Fork, Snake River and Idaho, September 13, 1860
- 1860-1861 Navajo Expedition, New Mexico, September 12, 1860 to February 24, 1861
- 1861-1890 Apache Indian War and troubles in Arizona and New Mexico
- 1861-1866 Civil War, or War of the Rebellion, April 19, 1861 to August 20, 1866. Actual hostilities, however, commenced upon firing on Ft. Sumter, April 12, 1861 and ceased by the surrender of the Confederate forces under General Kirby Smith, May 26, 1865
- 1862 Indian Massacres at New Ulm and vicinity, (Minnesota) August 17 to 23, 1862
- 1862-1867 Sioux Indian War in Minnesota and Dakota
- 1863-1869 War against the Cheyenne, Arapaho, Kiowa, and Comanche Indians in Kansas, Nebraska, Colorado and Indian Territory
- 1865-1868 Indian War in Southern Oregon and Idaho, and Northern California and Nevada
- 1865-1866 Fenian raid, New York and Canada border disturbances
- 1867-1881 Campaign against Lipan, Kiowa, Kickapoo, and Comanche Indians and Mexican border disturbances
- 1868-1869 Canadian river expedition, New Mexico, November 5, 1868 to February 13, 1869
- 1871 Yellowstone Expedition, August 28, to October 25, 1871
- 1871 Fenian troubles, Dakota and Manitoba frontier, September and October 1871
- 1872 Yellowstone expedition, Dakota, July 26 to October 15.



- 1872-1873 Modoc campaign, November 28, 1872 to June 1, 1873
- 1873 Yellowstone Expedition, Dakota, June 4 to October 4, 1873
- 1874-1875 Campaign against Kiowa, Cheyenne, and Comanche Indians, in Indian Territory, August 1, 1874 to February 16, 1875
- 1874 Sioux Expedition, Wyoming and Nebraska, February 13 to August 19, 1874
- 1874 Black Hills Expedition, Dakota, June 30 to August 30, 1874.
- 1874 Big Horn Expedition, Wyoming, August 13, to October 10
- 1875 Expedition against Indians in eastern Nevada, September 7 to September 27, 1875
- 1876 Sioux Expedition, Dakota, May 17 to September 26, 1876
- 1876 Powder River Expedition, Wyoming, November 1 to December, 1876
- 1876-1877 Big Horn and Yellowstone Expeditions, Wyoming and Montana, February 17, 1876 to June 13, 1877
- 1876-1879 War with Northern Cheyenne and Sioux Indians in Indian Territory, Kansas, Wyoming, Dakota, Nebraska and Montana
- 1877 Labor strikes in Pennsylvania and Maryland, July to October, 1877
- 1877 Nez Perc campaign, June 14 to October 5, 1877
- 1878 Bannock and Pinte campaigns, May 30 to September 4, 1878
- 1878 Ute Expedition, Colorado, April 3 to September 9, 1878
- 1879 Snake or Sheepeater Indian Troubles, Idaho, August to October, 1879
- 1879-1894 Disturbance of settlers in Indian and Oklahoma Territories, Okalahoma Boomers, and the Cherokee strip disturbances
- 1879-1880 Ute Indian campaign in Colorado and Utah, September 21, 1879 to November 8, 1880
- 1885 Chinese miner and labor troubles in Wyoming, September 22 to October, 1885
- 1890-1891 Sioux Indian Disturbances in South Dakota, November, 1890 to January, 1891
- 1891-1893 Garza troubles, Texas and Mexican Border disturbances, "Tin Horn War".
- 1892 Miner disturbances in Idaho, July to November, 1892
- 1892-1896 Troubles with renegade Apache Indians, under Kidd & Massai in Arizona and Mexican border.
- 1894 Industrial Army, Commonwealthers, Coxeyites, and labor disturbances
- 1894 Railroad Pullman, and labor strikes, extending from Illinois to Pacific Coast, June to August, 1894
- 1895 Bannock Indian troubles, July and August, 1895
- 1898-1899 War with Spain, April 21, 1898 to April 11, 1899. Actual hostilities ceased August 13, 1898
- 1899 Chippewa Indian disturbances at Leech Lake, Minnesota, October, 1898
- 1899-1902 Insurrection in Philippine Islands, February 4, 1899 to July 4, 1902



1899	Miner disturbances in Idaho, April 29 to October 20, 1899
1900-1901	Boxer insurrection in China, murder of Europeans, etc., May, 1900 to May 1901
1902-1913	Philippine Insurrections
1914	Vera Cruz expedition, April 21, 1914 to November 26, 1914
1916	Expedition against Villa, Mexico
1917-1918	World War, April 6, 1917 to November 11, 1918, inclusive. But as to service in Russia, ending date is April 1, 1920
1916-1924	Dominican Expeditionary Forces, May 5, 1916 to September 16, 1924, some units of Marine Corps only
1927-1929	Nicaraguan Expeditionary Forces, August 9, 1927 to October 30, 1929, U. S. Marines
1927-1929	Haiti Occupation, August 9, 1927 to October 30, 1929

(4). *Miscellaneous:* From time to time the question arises in the field as to whether a certain deceased veteran who had membership in such military organizations as the S.A.T.C. (Student Army Training Camp), R. O. T. C. (Reserve Officers Training Corps) and the various national guard units should be registered under the present program. There is no hard and fast rule that can be set up to determine the status of members in the above units. The only criterion that can be used is the actual service rendered by the individual. When such questions arise the State Office should always be consulted. In case of doubt, always prepare a registration and note all the available facts. Then when these data are checked in the State Office and are ready for transcribing to the permanent records a proper decision can be made.

(b) *Work Procedure -- Newspaper Research:* Search of all available Iowa newspaper files is one method whereby we are able to secure a fairly accurate list of all deceased veterans who served in the various United States wars, who are either buried in Iowa or lived and died in this State and buried elsewhere (see Page 8, 2 - a). The names thus obtained afford a basic file in any county on which further research of all types can be based.

Beginning with the 1937 issues of the particular newspaper files available, the worker should



scan each page very carefully and record on the regular registration Form 2-AGO-GRD all names definitely established as veterans. Such information will be found in various parts of any newspaper. Sometimes there will be a complete obituary which will provide a substantial amount of valuable information that should be recorded directly on the registration form. Other times (usually the metropolitan papers) the name or names will merely be listed under the death notices. The important thing to remember is to obtain all names possible and accompanying data. Do not miss any names. Be sure to indicate the source of your information on the bottom lines of Form 2-AGO-GRD.

In some instances the names of deceased individuals will appear without any mention of the fact that they were veterans of any war. Such names should be listed separately on Form GR20, as possible veterans, providing their birth date would indicate that they would have been of suitable age to have served at the time some particular war was in progress. For example, during the Civil War it is well to bear in mind that a number of boys enlisted at the ages of fourteen and fifteen years and in some cases even younger (our records show the youngest individual to have served during the Civil War to have been nine years old at the time of his enlistment). As you probably know, these youngsters acted in a variety of capacities, such as drummer boys, musket loaders, water carriers, food and message dispatchers, hostlers and officers' servants. Although these boys are not actually specified as soldiers they played a very important part in the wars and consequently, are deserving of full recognition of their services.

During the progress of the newspaper research, TWO SEPARATE FILES should be maintained. (1) An alphabetically arranged file of the Registration Forms (2-AGO-GRD) prepared from information secured from the newspaper files, and, (2) An alphabetical file, on Forms WPA-GR20 of the possible veterans listed in the news files, who, judging from their ages, might have had some service connection, even though no mention has been made of it.

When transcribing information from the newspaper files, to either the Registration Form, or to the Possible Veteran Form, pertinent data should be copied. Do not omit any facts that will later assist in completing a Form 2-AGO-GRD (Registration).



(c) *Work Procedure -- Cemeteries:* The cemetery records should furnish the bulk of the information required for this type of survey. As explained above, however, such records are insufficient. This, however, does not mean that the information procurable from the cemetery records cannot be used. On the contrary, it plays a very important part in the survey.

(1) *Registering the Cemeteries:* In addition to registering the graves of all veterans in the cemetery, a special blank (3AGO-GRD) is provided on which all pertinent data in regard to the burial ground itself, should be listed. A separate instruction form (WPA-GR-13) goes into considerable detail as to the correct method of filling in the Cemetery Information Blank.

(2) *Cemetery Files:* The simplest method of securing an accurate file of all veterans who are buried in any particular cemetery is to prepare an alphabetical list of all burials therein. This procedure is what we call "bringing in the cemetery". Form WPA-GR15, Individual Burial Record, in handy pads of 100, is provided for field work in this connection. (See Form WPA-GR16, Cemetery Research, App. III, for detailed instructions.) By transcribing the information from either the epitaphs on the monuments or from the plat records and arranging the names alphabetically, the field unit will have a general file of information for ready reference.

In some of the better organized cemeteries, such information can be taken directly from the regular cemetery records which will greatly facilitate the operation. In the older cemeteries, usually the names will have to be taken directly from the tombstones, when the epitaph is legible.

At first thought, this procedure would seem to involve a tremendous amount of useless work. From past experience, however, it has been found that when a cemetery file is thus established a great many trips to any one cemetery are eliminated and more efficient operation results. The question might also be asked, "Why record the names of all persons other than



known veterans which appear on the various monuments or on the plat record. This is absolutely necessary since in many cases, experience has shown, this method has helped establish the identity of dozens of veterans in some cemeteries after diligent research had assured us that all veterans' graves had been registered.

With such a cemetery file available, to cross check against a file already established through newspaper research, the process of elimination becomes much simpler.

It goes without saying, of course, that as soon as any deceased individual has been definitely determined to be a veteran eligible for registration, a Form 2AGO-GRD will be prepared immediately and placed in a file which will be discussed later.

(d) *Work Procedure -- Filing:* Before discussing further sources of information, we will now deal with the simple filing methods that have been found to be effective in our field work. As soon as a sufficient number of the registration Forms have been started, that is, containing at least the name of the individual and any other information available, they should be arranged and filed in alphabetical order for ready reference. The chief source for these registration forms will be from the veterans' names obtained from the newspaper files and later those taken from the cemetery records and definitely established as veterans.

For the time being, the cemetery information blanks you have obtained (3-AGO-GRD) can be left alone. Later on, as the number of registrations increase, they should be filed alphabetically, preceding the registrations for each cemetery, since the cemetery is the major unit of classification.

By having the general file of 2-AGO's established, you will have an immediate means of cross-checking the names obtained no matter what the source.



Since we are dealing in general with filing it is well to mention the cemetery file, (2 under c), Page 15. This file (Forms WPA-GR15) should be kept separate until the names are definitely identified as veterans, and are placed on Form 2-AGO, at which time they should be put into the general file.

Variation, of course, from the simple filing method described above is permitted. In some counties where larger units are operating, more elaborate systems have been evolved. Basically, however, the simple system we have outlined is used by all units of the Survey. Later, no matter from what source new registrations are secured, you will still have the general file against which all names can be readily checked.

(e) *Work Procedure -- Other Sources of Information:*

- (1) City and County records
  - a. Tax
  - b. Land Grants, etc.
- (2) Assessors' books
- (3) Public School records
- (4) Church records
- (5) Morticians' and Physicians' records
- (6) Records maintained by service and patriotic organizations
- (7) County histories

The above sources of information will be discussed in a general way since it is difficult to say whether or not all those described above are available in any particular county. Our field workers are expected to use their own initiative in seeking out particular records that are available and useful to them.

Our project is generally located in a county-seat town which makes the various official county records accessible to them. The tax records of the county as well as the original land grants to soldiers recorded therein have been found to be of value in our work. It is generally understood too, that these odd sources of information are particularly valuable when checking names of veterans of the earlier wars, since Iowa's vital statistics were especially lacking in those days.



In many counties there has been published, from time to time, official histories which are found to be almost invaluable.\* Many of them contain a complete list of the veterans, for instance, who served in the Civil War from that particular county. Even if the records in such histories should not be entirely accurate they do furnish a fine additional basic list from which to work. When starting the project in a particular county be sure to inquire as to the availability of such an official history since, if one is in existence, you will be amply repaid for any efforts expended in locating it.

*(f) Work Procedure - Field Checking and Research:*

To assist in establishing a registered veterans' service connection or the military organization in which he served is the official Roster of Iowa's soldiers who served in the Civil War. There is also the bound census record, "Ex-soldiers, Sailors and Marines Living in Iowa, 1886", as well as miscellaneous county histories, mentioned above, all of which are usually accessible in the libraries of most of our county seats. A name, when found in the Roster, thus can be said to be correctly and officially established.

Another source with which the field workers can check is the local records of the Grand Army of the Republic. If such material exists, inquiry will usually reveal its location. Remember, however, that the G.A.R. membership records in any community, based on a State average, will account for little more than fifty percent of the Civil War veterans, who resided in that vicinity.

To check the names of veterans who are buried in Iowa but served with other states in any particular war, it is necessary to have the registration form completed in the State Office, since the research department of the State Office has access to a great many Rosters of the other states in the Union.

\* See No. III in Appendix for complete list of county histories published for Iowa counties.



(g) *Retain all Forms in the Field:* Since it is impossible to tell when our field workers will secure additional data which can be added to any particular Form 2-AGO that has been prepared in the field, it is desirable to keep all such forms in the field office until they are called into the State Office, for checking, indexing, and eventual transcription to the permanent file.\* By following this plan we can be reasonably sure that the Registration Forms will be as comprehensive as possible when they are finally called in.

\* *Exceptions:* Registration Forms (2-AGO), prepared on out-of-county or out-of-state deceased veterans, should be mailed to the State Office as soon as a small number of them has accumulated. Do not transmit to the State Office one Form at a time, unless some very special condition warrants it. Important: No Registration Forms or Cemetery Information Blanks, however, shall be mailed to the State Office unless accompanied by the Field Transmittal Form, WPA-GR4 in explanation.

(h) *Work Procedure - Interviewing:* Although interviewing, while not permitted to be done by our field workers at the present time, in their official capacity, it is hoped that an exemption can be obtained from the Works Progress Administration which will permit this very important part of the Survey to be operated.

Guided by the experience of our cooperating sponsors, the various patriotic organizations, it has been found that the relatives and friends of deceased veterans for the most part are only too glad to assist in providing the necessary information to complete a registration form. In fact, these individuals are anxious to assist, since they in turn usually receive some new data that is useful to them.

(i) *Prearranged:* The most effective plan of personal interviewing, to be used on this survey later, if permitted, is the prearranged type. Appointments with relatives or friends who may have the information needed should be made in advance. A telephone appointment is especially effective.



By preparing your "interviewee" for your coming, they will have had time to go through any old papers or documents which they might have which is a saving of time to everyone concerned.

(2) *Interviewing by Mail:* Interviewing by mail, if it can be called that, has also proven a very effective "information getter" by our cooperating sponsors who have been doing such work for a number of years. They have found that an effectively written letter asking for the cooperation of the relatives or friends of the veteran concerned, accompanied by the incomplete Graves Registration Form in question will usually bring a fairly prompt response. Later, if we are fortunate in being granted permission to consider interviewing, more detailed instructions in regard to this phase of the work will be forthcoming. Until then, correspondence with relatives and friends of veterans must be carried on by the sponsor.

V. FORMS USED ON "GRAVES REGISTRATION SURVEY":

The Forms which are used for this survey may be divided into two general classes: (1) Administrative, and (2) Research. We are concerned chiefly with the latter, although mention will be made, in a later paragraph, of the Administrative Forms.

1. *Research Forms:* Copies of all Forms are attached.

(a) *Form 2AGO-GRD - Graves Registration Form:*

This is the main field Form, upon which registrations are listed. Complete instructions for properly filling in this Form are contained in:

(b) *Form WPA-GR12 - Instructions for Filling in Graves Registration Blank - Form 2AGO-GRD*

(c) *Form 3AGO-GRD - Iowa Cemetery Information Blank:*

This Form, as discussed under WORK PROCEDURE, is used for listing all cemeteries in the State, in which veterans are interred. One Form is used for each cemetery,



which provides a complete word description of the burial ground. The proper method of preparing this Form is described in:

(d) Form WPA-GR<sub>13</sub> - Instructions for Filling in Iowa Cemetery Information Blank

(e) Form WPA-GR<sub>15</sub> - Individual Burial Record

(f) Form WPA-GR<sub>16</sub> - Instructions for Filling in Individual Burial Record

(g) Form GR<sub>20</sub> - Possible Veteran: This Form is for listing thereon the names of deceased persons, who, from their age at time of death could have served in some United States War. These Forms, when sent in to the State Office, should be accompanied by a regular Transmittal Form.

(h) Form 1AGO - Master File Card: This is the permanent kardex-type of filing card upon which all final Registration Data will appear. The cards are placed in a permanent, easily accessible, visible file, which will be located in the State Historical Building.

2. Administration Forms: (Samples included in this Manual).

Form WPA-GR<sub>2</sub> (revised) -- Weekly Progress Report

This report was devised so the State Office could maintain as accurate a check as possible upon the amount of work done each week, by counties, as well as the type of work, and the hours used in doing it. Although the Graves Registration Survey is classified as a Statistical Project, the methods used and results obtained are so inexact from the very nature of the work, that a true statistical report of work accomplished is almost impossible. The present Form which we have in use seems to fill our needs very satisfactorily in furnishing sufficient data for preparation of the Monthly Report of Progress for the Works Progress Administration. The Forms GR<sub>2</sub> are signed by the workers who prepare them.



(b) *Form WPA-GR-21R - How to Prepare The Weekly Progress Report:*

Simple instructions as to how to properly prepare the Report, described in the preceding paragraph.

(c) *Form WPA-GR-200R - Daily Work Report:*

This is a field report form to be prepared and mailed to the State Office of the Survey at the close of each day worked. It is designed primarily to show the number of individuals working, and the number of man-hours, by type of work, chargeable to each fieldworker. At the end of each month these Forms are tabulated to provide the basic data for the Monthly Progress Report to check against the Weekly Progress Report, (described under 2 (a), page 21).

The WPA-GR-200R also provides a means of checking the hours actually obtained by the Fieldworkers against the semi-monthly Time Reports which are submitted to the State Office by the Area Timekeepers for pay roll purposes.

(d) *Form WPA-GR-201 - How to Prepare the Daily Work Report:*

A one-page Form, instructing the Fieldworkers in the proper methods of preparing the WPA-GR-200R

(e) *Form WPA-GR-40 - Supply Order Blank:*

Merely a simple but necessary form on which all orders for supplies MUST be prepared. DO NOT request any supplies in a regular letter or on some other report Form. Always use the GR-40 and you are assured of prompt action.

Supply orders should be mailed at the end of the week, since all orders are filled and mailed only on the Monday following receipt of the order.

(f) *Form WPA-GR-17R - Assignment of Hours:*

This Form, which is prepared for each Fieldworker, shows the hours he is to work in the succeeding thirty-day period. Four copies of each Form 17R are prepared, one each going to the Worker, the Area Timekeeper, and the Area Supervisor; with the fourth copy retained in a Master



Record. This Master Record, containing the two hundred odd "17's" for all employees, is checked each day against the hours reported from the Field, on the Form WPA-GR-200.

(g) *Form WPA-GR<sub>4</sub> -- Field Transmittal Form:*

To facilitate transmittal of the various forms from the Field to the State Office, Form WPA-GR<sub>4</sub> is used. From its very nature it is self-explanatory, but to be sure that the Fieldworker understands its purpose and use, instructions are provided in:

(h) *Form WPA-GR<sub>6</sub> -- How to Prepare Form WPA-GR<sub>4</sub>*

A simple Form, instructing the Fieldworker in the proper use of the Field Transmittal Form.

(i) *Form WPA-GR<sub>5RR</sub> - Office Transmittal Form:*

The purpose of this Form is to eliminate a great deal of extra correspondence in regard to the various research forms which come into the State Office and which must be returned to the Field for corrections or additional information.

The Form is simply arranged so that by a series of check marks the desired information can be conveyed to the worker.

(j) *Form WPA-GR<sub>14</sub> - Report of Project Location:*

A one-page report on which is shown the working location of each worker. This report is to be mailed to the State Office of the Survey on the first of each month. If any change is made during the month, a new Form should be sent in immediately.

This Form has proven to be a great aid and time saver when the State Office or other divisions of the Works Progress Administration wishes to make supervisory and inspection trips.



VI. INSTRUCTIONS TO WORKERS:

1. *Responsibility:* Our Fieldworkers should always remember the responsibility that is theirs in helping make the Graves Registration Survey one hundred per cent effective. It is only when they have done a thorough job in obtaining field data that the State Office of the Survey is able to properly classify, index, and transcribe the material to a permanent record--to a file that will always be accessible to the residents of Iowa. In doing a good job as a fieldworker, you can point with pride in later years to the State Graves Registration System which you helped create!
2. *Accuracy:* Accuracy in the work on this Survey cannot be overemphasized. Only those persons who check and recheck their field data, who make a particular point of being extremely careful in copying the various items, should be working on this type of Project. Remember that we are dealing with historic records. Keep them as accurate as they were written. If you should be able to discover any errors in original materials, and can establish them as such, be sure to correct your transcription, with a note to that effect.
3. *Careful Handling:* Again we must urge all of our Fieldworkers to be exceptionally careful in handling the various documents with which they are working. This is especially true when handling the older files of newspapers. It is true, of course, that many older papers were printed on a much better grade of newsprint than today, but even so, such files still require most careful handling. These same instructions also apply to all other research materials that are available for use of the Survey. If at all possible, always leave newspaper files, old histories, and other data in BETTER CONDITION, than when you started to use them. Such treatment will be to the credit of the Survey.

Under no circumstances should any of our Fieldworkers mark or deface ANY books or newspapers with which they must work. When working with bound news files, be very careful not to tear or crease the pages when turning them. Treat all old documents in a manner befitting such historic records.

Whether you are conducting your particular research in a library, a newspaper office, or in one of the county offices, always be governed by the wishes of those in charge of that office. The various public and private agencies have been very kind in permitting us to use



their records, so let us be especially thoughtful in conforming to their standards.

4. *Publicity:* Publicity of the right kind can be very helpful to the progress of the Survey; and publicity of the wrong kind can do much harm and injury to everyone concerned with the Project. It is for this reason that we must adhere to the rule that absolutely nothing is to be released for publication without first having been approved or revised in the State Office. An apparently harmless item, when viewed locally, may be decidedly detrimental from a broader aspect.

Not infrequently one of our fieldworkers will discover an old document, or, in the newspaper files, find some item worthy of publication. Be sure to send all such data to the State Office, with any other information that may help interpret the item. Later, after the State Office has investigated thoroughly, publication, if desirable, can be made, with due credit to the Graves Registration Survey, and to the particular county unit concerned. In the meantime, all such information should be treated as strictly confidential.

5. *Initiative:* As previously mentioned, the sources of information for the Graves Registration Survey are many and varied. Consequently, this calls for considerable initiative on the part of the Fieldworker. There is no exact rule for completing the necessary information on any particular Registration Form. Oftentimes, when every possibility had been seemingly exhausted, and the needed data simply could not be found, one of our workers attacked the problem from an entirely different angle, and obtained the desired result.

Please understand that we do not expect the impossible, since it is obvious that, in a number of cases, outside of the name of the deceased, and perhaps a small amount of additional data, nothing more can be added. Even after a thorough search has been made in the State Office, many times it is found that the necessary data simply is not obtainable.

We do expect our Fieldworkers to be resourceful, however; to use logical reasoning, to check all possible sources of material, and thus make each Registration Form as complete as possible.



6. **Conduct:** All employees on the Graves Registration Survey should always bear in mind that they are a part of a WORK PROGRAM of the Federal Government under the supervision of the Works Progress Administration. Particular emphasis is placed upon "work". Every worker, whether in the Field or in the State Office is expected to conduct himself or herself as efficiently or more so, as if in private employment.

Since most of the field work is research, it is impossible to have a supervisor at every location. Therefore, we must depend upon the integrity of the worker to perform his or her assignments in accordance with instructions. Although no exact standards of performance can be established for research, it soon becomes apparent whether or not an individual is accomplishing the desired results.



## APPENDIX I

### VARIOUS ADMINISTRATIVE, RESEARCH

AND

### FIELD FORMS USED ON THE

### IOWA GRAVES REGISTRATION SURVEY

In the succeeding pages of this Appendix will be found actual copies of all Forms which are now used on the Survey. With each particular Form will be found its companion instruction sheet, explaining to the Fieldworker, in detail, its proper use.

It is well to familiarize yourself with the various Forms and their uses, since frequent reference is made to them in the Manual. In case you are looking for some particular Form, either by name or number, its location in the Appendix can be quickly ascertained by consulting the Index in the back of the Manual.

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STATE OF IOWA  
GRAVES REGISTRATION SERVICE  
DIVISION OF THE ADJUTANT GENERAL'S OFFICE  
STATE CAPITOL  
DES MOINES, IOWA

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STATE OF IOWA  
**GRAVES REGISTRATION SERVICE**  
 A DIVISION OF THE ADJUTANT GENERAL'S OFFICE  
 STATE CAPITOL  
 Des Moines, Iowa

Buried in

County.....

War.....

## GENERAL INFORMATION

1. Veteran's name.....  
 Last Name First Name Middle Name Color Serial No.
2. Date of birth..... Place.....
3. Date of death..... Place..... Cause Age
4. Nearest relatives.....  
 Father Mother  
 Wife  
 Children.....

## MILITARY RECORD

5. Residence—Time of enlistment..... Age.....
6. Entered service date..... Place.....
7. Discharged date..... Place..... Rank.....
8. Organization served in.....
9. Foreign countries served in.....
10. Membership in veterans organizations.....

## BURIAL INFORMATION

11. Burial place.....  
 City Township
12. Name of cemetery..... Character of grave marker.....
13. Lot description.....  
 Addition Block No. Lot No. Grave No.
14. If buried in foreign country, state where and date of reburial.....
15. Amount of pension..... Pension Claim No.....
16. Name and address of persons and organizations furnishing this information.....



## INSTRUCTIONS

WPA-GR12a

### HOW TO FILL IN GRAVE REGISTRATION BLANK Form 2-AGO-GRD

On this Form should appear all possible information regarding any veteran, regardless of what war, length of enlistment or branch of service.

COUNTY The 2-AGO-GRD (Graves Registration Blank) is probably the most important Form used in the Survey, since, when completed it should include all available information on a particular deceased war veteran who is buried in Iowa.

In the upper left-hand corner of the Form, "county", means the county in which the veteran is buried. Many times, however, you will find records of local veterans whose remains have been shipped to some other county in Iowa, or even out of the State, for burial. In such cases you will write in the name of the County or State (if outside of Iowa) in which burial was made.

Be sure to Keep such out-of-county & out-of-state Forms 2-AGO-GRD separate, since they are to be sent periodically to the State Office for re-distribution to the counties named, (when a sufficient quantity accumulates). A copy of such Registrations should always be retained by the unit preparing the Form.

WAR Means the war or wars in which the veteran has served. (War of 1812, Indian War, Civil War, Spanish-American, World War, etc. see list in manual.)

The following notations refer to the numbered lines on the Form:

- (1) VETERAN'S NAME as instructed: last name first, then first and middle name, color of individual (white, black, etc.), and serial number, if the veteran is of the World War.
- (2) DATE OF BIRTH should show the month, day and year of birth.  
PLACE should show city, county, state, and nation, or as much of this information that is available.
- (3) DATE OF DEATH should show month, day, and year.  
PLACE of death by city and state or country.  
CAUSE of death (whether old age, suicide, killed in action, or name of disease.)  
AGE at time of death (Example, 81 years, 4 months, 2 days).
- (4) NEAREST RELATIVES the names of the father, mother, and wife should be given whether deceased or not. The mother's and wife's name should be given so as to show their full maiden names. Children or other relatives, when living, should be shown, if possible, by name and address. \*.

Items (5), (6), (7), (8), and (9) below pertain to the individuals' enlistment records. Care should be taken to obtain all information possible:

- (5) RESIDENCE TIME OF ENLISTMENT Example, Des Moines, Iowa; Marshall County, Iowa; Springfield, Illinois, etc.  
AGE at time of enlistment, by years, only.  
NATIVITY should correspond with place of birth, but be given by State or nation, only.



HOW TO FILL IN GRAVE REGISTRATION BLANK Form 2-AGO-GRD

- (6) ENTERED SERVICE DATE: date of enlistment; should be given by month, day, and year. If more than one enlistment, first enlistment date need be the only one shown here. Give full details on back of Form 2-AGO-GRD.  
PLACE town, city, county, stato where veteran enlisted.
- (7) DISCHARGED DATE by month, day and year of last discharge. If more than one discharge date, give full details on back of Form.  
PLACE city or town, and state or nation where veteran was discharged.  
(example, Davenport, Iowa; France, etc.)  
RANK AT TIME of discharge, this should be abbreviated as follows:  
Pvt., Cpl., Sgt., or Capt., etc.
- (8) ORGANIZATION SERVED IN give Company and Regiment, or Ship. If more than one, give other Companies and Regiments; too.  
If promoted, reduced, dishonorably discharged, transferred, or wounded, give all details on back of Form.
- (9) FOREIGN COUNTRIES SERVED IN give names of countries, if any; for example, Mexico, France, Germany, etc.

Items (10), (11), (12) and (13) below deal with the burial of the veteran.

- (10) BURIAL PLACE name of city, town, or township.
- (11) NAME OF CEMETERY example, Laurel Hill.  
CHARACTER OF GRAVE MARKER such as: family headstone (F.H.), Service marker (S.M.), Government Headstone (G.H.) or Monument (M.) Abbreviate, as noted above.
- (12) LOT DESCRIPTION this should provide sufficient information to enable any one to locate the grave.  
ADDITION should be given by number or letter. (If none is known, give direction from entrance to cemetery--northeast, southwest, etc.)  
BLOCK: If none is given, state rear, center, or front section of cemetery.  
LOT NUMBER refers to the plot in which grave is located.  
GRAVE NUMBER is the number assigned to the grave.  
NOTE: Some of our World War veterans were buried overseas, and an honorary or Gold Star Plot is allotted them in many of our cemeteries, although the veteran may or may not be buried therein. (see No. 13, below). If this is the case, you will state "Gold Star Plot", and give the location of the grave allotted to the individual.
- (13) IF BURIED IN FOREIGN COUNTRY, STATE WHERE AND DATE OF REBURIAL--  
This question should be answered, if it applies, stating in what foreign country or state the body is buried.  
If deceased has been re-buried, give date. Otherwise no date should appear, and would indicate that body still resides in original burial ground.
- (14) MEMBERSHIP IN VETERANS ORGANIZATIONS--such as Post No. 155, Grand Army of the Republic; George Dewey Post No. 68, American Legion, etc.
- (15) AMOUNT OF PENSION OR COMPENSATION--this should indicate whether any pension or compensation was ever received.  
AMOUNT OF WAR RISK INSURANCE--This applies to World War veterans, only and should merely indicate the amount of insurance.
- (16) NAMES AND ADDRESSES OF PERSONS AND/OR ORGANIZATIONS FURNISHING THIS INFORMATION--The answer to this question will greatly assist the State Office of the Graves Registration in completing its investigation of the deceased. The names listed, should be of some person or persons, or of some organization which would have some knowledge of, or pertaining to the deceased veteran.



STATE OF IOWA  
IOWA CEMETERIES INFORMATION

WPA-GR12c

HOW TO FILL IN GRAVE REGISTRATION BLANK Form 2-AGO-GRD

NOTE: If information was partially obtained from newspaper files, show name, date & page of the paper.

1. Name of Cemetery..... \*\*\*\*\* 2. City Cemetery or County Cemetery.....

3. County.....  
4. Show why.....  
The reverse side of the Graves Registration Form (2-AGO-GRD) has intentionally been left blank for the use of the Field Worker. Therefore please feel free to add any extra information of any kind that will add to the completeness of the Registration Form, by writing on the back.

5. Owner of land on which located.....

6. Name of controlling organization.....

7. Name, address, title of controlling officers.....

8. General appearance of cemetery.....

9. Source of funds for care.....

10. Is there a definite plan for permanent care?.....

11. Is it your opinion that better care should be given?.....

12. Is special attention given graves of war veterans?..... 13. If so, when and by whom?.....

14. Is there a memorial section especially for burial of soldiers?.....

15. Is there a monument or other memorial erected in honor of war veterans?.....

16. Give date of organization of cemetery, by whom, and any historical information.....

17. Information furnished by.....

18. Address..... 19. Date.....

The back side of this sheet for any additional information or history.



STATE OF IOWA  
IOWA CEMETERY INFORMATION  
GRAVES REGISTRATION SERVICE

1. Name of Cemetery.....2. ☐ City Cemetery or ☐ Country Cemetery
3. County .....4. Name of ☐ township or ☐ city.....
5. Show with an X the exact location in Section.....6. Section No.....
7. Owner of farm on which located.....
8. Name of controlling organization.....
9. Name, address, title of controlling officers.....
10. General appearance of cemetery.....
11. Source of funds for care.....
12. Is there a definite plan for permanent care?.....
13. Is it your opinion that better care should be given?.....
14. Is special attention given graves of war veterans?.....15. If so, when and by whom?.....
16. Is there a memorial section especially for burial of soldiers?.....
17. Is there a monument or other memorial erected in honor of war veterans? .....
18. Give date of organization of cemetery, by whom, and any historical information .....
19. Information furnished by.....
20. Address .....21. Date .....

Use back side of this sheet for any additional information or history.



## INSTRUCTIONS

### HOW TO FILL IN CEMETERY INFORMATION BLANK - FORM 3-AGO-GRD

Burial is a public necessity, as a matter of law. Therefore the records of all cemeteries are open to public inspection and on the same principle of law, as are the county records of all other property. The State of Iowa through the Adjutant General publishes what is known as a ROSTER OF IOWA SOLDIERS. It is for this reason that the cemetery associations or officers in charge thereof, shall, at all times, as public servants, divulge all the reasonable information in regard to burials within their property. Such data are used in compiling State records for pensions and for taxes, and consequently should be as complete and as accurate as possible.

The IOWA CEMETERY INFORMATION Blank, Form 3-AGO-GRD, must be completed on every cemetery in which a veteran is buried. This, in general, should provide the name, location, care, plan, and history of the cemetery. The following instructions refer to the numbered items on the Form:

- (1) The NAME OF CEMETERY to appear here will also be shown on line (11) of the Grave Registration Form 2-AGO-GRD. NOTE: Some cemeteries are divided into sections or additions, such as Catholic, Jewish, or Veterans', BUT it still remains the same cemetery.
- (2) Cemeteries lying in the outskirts of a city or town, near or within the corporate limits, are considered CITY CEMETERIES, thus the first square is checked. Cemeteries located in the country, outside the corporate limits of a town or city, are classified as COUNTRY CEMETERIES, and the second square will be checked. Consequently, referring to the Grave Registration Form 2-AGO-GRD, line (10) will show a township ONLY, not a city.
- (3) COUNTY--in which cemetery is located
- (4) Check proper square, giving, either name of city, if CITY CEMETERY has been checked in (2), above; or name of township, if COUNTRY CEMETERY has been checked in item (2), above.
- (5) This SQUARE in top-center of FORM represents a township section, and should be properly marked to show the exact location of the cemetery.
- (6) Give the section number, as marked in diagram (Item 5).
- (7) Give name in full, of land owner.
- (8) An example of a controlling organization: Woodland Cemetery Association; or City of Dubuque, Town of Wellman, etc.
- (9) Referring to such officers as: President, Secretary, Trustees, etc.
- (10) Give your opinion of cemetery's general appearance.



HOW TO FILL IN CEMETERY INFORMATION BLANK - FORM 3-AGO-GRD

- (11) State, whether by tax levy, donations, collections, etc.
- (12) If so, describe plan, using back of Form, if necessary.
- (13) Give your opinion.
- (14) Answer "Yes", or "No".
- (15) State if special care is given, and at what intervals (daily, weekly, or yearly). And whether by attendant, a civic body, or patriotic organization (Legion Post, etc.) Give name of individual or group supplying attention.
- (16) If there is a memorial section for deceased veterans, name it; or are graves scattered throughout cemetery?
- (17) If there is a monument or memorial to war veterans, supply information as to type, size, date of erection, etc; enough information to give the reader a definite idea of the memorial.
- (18) A great number of cemeteries are very old, and were organized before suitable and lasting records were established. Therefore it may be necessary to go to the files of old newspapers, to libraries, civic bodies, patriotic organizations, churches, and perhaps interview "old timers" in order to secure such needed data as: "Who owned the land before it was converted into a cemetery"? "Organized by what group"? "Was it purchased, obtained by a grant, or allocated"? "Why was the particular site chosen"? "Is the cemetery still within the original boundary, or at what date was what addition added"? etc.
- (19) Supply name of individual or organization furnishing the information in regard to the cemetery under discussion.
- (20) Give address of individual or organization (Item 19) for further reference, if necessary.
- (21) Date the information in this Form was obtained.

-----

The reverse side of Form 3-AGO-GRD has intentionally been left blank for the use of the worker in the field. Therefore, please feel free to add any extra information of any kind that would add to the completeness of the Cemetery Information Form, by writing on the back of the sheet.

-----



# INSTRUCTIONS

Iowa  
Graves Registration  
Survey

WPA-GR16

## HOW TO FILL IN THE INDIVIDUAL BURIAL RECORD Form WPA-GR15

(Do not begin this phase of Survey until authorized by State Office)

### Procedure

A very important part of the Graves Registration Survey is the Cemetery Research. This will provide a definite check on the various names which have been accumulated through search of newspapers, as well as those obtained from other sources. To be sure that the Cemetery Research is as thorough and complete as possible, the following procedure should be used:

PURPOSE By using the established method of cemetery checking, a great deal of time is saved. Rather than making many trips to any one cemetery, checking only a few Registrations each time, the proven practice of "bringing in the cemetery" will be followed. This is nothing more than preparing an alphabetical file which will contain the name of every individual buried in each cemetery in each County. Such a file, when completed, brings the cemeteries "to your finger tips", providing a reliable means of checking the regular Registration Forms when working in your office.

SCOPE This Survey is to cover ALL cemeteries in each County in the State of Iowa. Therefore it is the duty of each County Unit to locate and prepare the complete files for every cemetery within its jurisdiction. Since there are usually a number of old and abandoned graveyards in every county, many of which are not generally known, a thoroughgoing search, township by township, will be necessary to accomplish the desired results. In doing this be sure to include ALL cemeteries, even those small and isolated ones containing but a few graves. Please bear in mind that the official county map of to-day will show only the well-known cemeteries that are now in use. It will be up to the worker to establish the location of all others.

METHOD (1) PLAN YOUR WORK! Secure an official map of your County on which will be shown the cemeteries. Mark these plainly with colored pencil. A plain map with very few lines will serve your purpose best. They may be obtained from the County Auditor or County Engineer.

(2) Then plan your driving throughout the County to locate cemeteries. As each cemetery is found, and "worked", indicate its location on the county map.

(3) Take one Township at a time. "Work" each section of land, driving the fewest possible miles and yet not missing your objective. In most townships the roads follow the section lines, so an itinerary can be planned whereby a minimum amount of travel is involved and the work completed in the shortest length of time.

(4) Preparing Field Cemetery Records, or actually "Bringing in the Cemetery". As each burial place is visited, the workers should prepare the field record of each grave on Form WPA-GR15, INDIVIDUAL BURIAL RECORD, which is provided for the purpose. A good supply of this Form should always be carried on cemetery field trips. The GR15 is of convenient size (5x8), padded approximately 100 to a block, and adapted for convenient filing later.

As you go through a Cemetery, systematically record on a separate Form WPA-GR15, the name of each individual buried therein. Remember that this Form is

(continued)



HOW TO FILL IN THE INDIVIDUAL BURIAL RECORD Form WPA-GR15

to be prepared for each and every grave, regardless of whether for man or woman, child, veteran or non-veteran. This is the ONLY method whereby a reasonable degree of final accuracy can be obtained.

NOTE: For the most part it will be necessary to fill in the Form WPA-GR15, direct from the monument, headstone, or other marker. Some of the more efficiently operated cemeteries, however, may have a Plat or other records that can be used if permission can be obtained. When you feel sure that such books (after examination and comparison) are reasonably accurate and complete much time can be saved by preparing the Forms GR15 from them.

In many cases the Plat Records for only certain portions or additions of a cemetery may be complete. These usually would be for the newer part of the burial ground. When you find such a condition existent use only those Plat Records which are complete and accurate. For the particular part of the cemetery (probably the older section) for which the available records are of questionable value, always prepare the Form WPA-GR15 direct from the monument or headstone, if they are in existence; at least check both stones and Plat Records for accuracy. NOTE: Sometimes an unmarked grave can be identified ONLY through the Plat Record, an important fact to remember.

Oftentimes there will be question as to which method to follow, whether to transcribe the Forms GR15 from Plat Books, or direct from the stones. Since each cemetery presents an entirely different problem, this decision must rest with the Fieldworkers. The important thing to remember is, that for successful prosecution of the work of the Survey it is necessary to have the complete records of each cemetery. It is, therefore, your responsibility to complete ALL GR15's for each cemetery as accurately and as rapidly as possible. When in doubt, the safer method is to take your information DIRECT FROM THE STONES!

INSTRUCTIONS FOR CORRECTLY FILLING IN THE INDIVIDUAL BURIAL RECORD  
Form WPA-GR15

As you will probably note, the INDIVIDUAL BURIAL RECORD, is more or less an abbreviated 2-AGO, with a few changes to facilitate working in the Field. The following notes refer to the numbered lines which appear on the Form.

- (1) NAME: Be sure the last or surname is shown first (to make filing easier).  
Sex and Age are self-explanatory.
- (2) Date of Birth and Date of Death, also self-explanatory.
- (3) Burial Place, City (or) Township. As in the case of the regular Registration Form, if burial is within the corporate limits of a city or town, you will indicate it as such in the proper space. If burial is outside the corporate limits of a town or city, you will fill in the Township by name.
- (4) County and Name of Cemetery, self-explanatory.
- (5) Lot Description. Make this as accurate as possible. It will probably be necessary to obtain this information from Cemetery Records, if they are accessible.



HOW TO FILL IN THE INDIVIDUAL BURIAL RECORD Form WPA-GR15

Addition: Applies to only a few cemeteries. The original part is generally referred to as the original plat, and then the succeeding expansions are called first, second or third Additions.

Block No: Is generally a designation for the largest subdivisions of a cemetery and consists of a group of smaller subdivisions commonly called lots. Referred to as Block A, Block B, etc. No matter what method of location is used, place sufficient information in this portion of the Form GR15 to enable a person of average intelligence to easily locate the particular grave in question.

Lot No: A lot, the smallest subdivision, may vary as to size, containing sufficient space for a number of burials, ranging from one to many. Be sure to correctly indicate the number of the lot.

Grave No: This number will apply to the individual grave itself, and is of importance only where records show they use numbers.

- (6) Type of Grave Marking: (A) If there is a Family Monument (for more than one person) check in the proper space. (B) If there is a headstone, check in one of the spaces provided, whether a Government or Family Headstone. (C) Marker, of course, refers to the metal standard, usually erected by a patriotic organization or a lodge. Whatever marker or markers may be on the grave should be indicated by the proper abbreviation in the space provided. See list below:

Veterans' Organizations (or War)Abbreviation

Revolutionary War

Rev.

War of 1812 \*

1812

Black Hawk War \*

BH

Mexican War \*

Mex.

Grand Army of the Republic

GAR

Civil War

CW

(It is important to differentiate between GAR and CW, since only about one-half of the Civil War Veterans were members of the GAR.)

Confederate

C.S.A.

Spanish-American War

SA

World War, or

WW

(1) American Legion

AL

(2) Veterans of Foreign Wars

VFW

(3) Disabled American Veterans

DAV

(\* Did not organize after the War)

LodgesAbbreviation.

Masonic

M

Order of Eastern Star

OES

Independent Order of Odd Fellows

IOOF

Rebeccas

R

Modern Woodmen of America

MWA

Woodmen of the World

WOW

Order of Redmen

Red.

Knights of Columbus

KC

Catholic Order of Foresters

COF



## CEMETERY RESEARCH

WPA-GR16c

HOW TO FILL IN THE INDIVIDUAL BURIAL RECORD Form WPA-GR15

<u>Lodges</u>	<u>Abbreviation</u>
Benevolent Protective Order of Elks	BPOE
Loyal Order of Moose	LOM
Fraternal Order of Eagles	FOE
Women's Relief Corps	WRC
Knights of Pythias	KP
Daughters of American Revolution	DAR
Sons of American Revolution	SAR

The above, of course, are some of the more common organizations whose markers are frequently found in known cemeteries. When markers for organizations not listed above are found, you can devise appropriate initials to indicate them.

- (7) Organization: As on the Form 2-AGO this line will show the military unit or units with which the deceased served.
- (8) Remarks: In this space, if possible, furnish information which will definitely establish the relationship of the deceased to others of the same family. For example, "wife of Samuel Holland", or "son (or daughter) of John L. and Mary Jane Brown".

\*\*\*\*\*

As the Forms WPA-GR15 are completed for each cemetery they can be removed from the pads, and filed alphabetically for reference purposes. Do not destroy any of the Forms GR15, since the Individual Burial Record forms will be called in to the State Office when the Survey is completed.

## FOR POSSIBLE VETERANS ONLY

Name	last name	first name	middle name	suffix
Date of birth	Place			
Date of death	Place			
Residence	Address			
Relatives	Relationship			
Children	father	mother's maiden name	wife's maiden name	
Burial Record	city	township	county	cemetery
Newspaper	name	date	city	county
Remarks				



IOWA  
GRAVES REGISTRATION  
SURVEY

INDIVIDUAL BURIAL RECORD

WPA-GR15

1. NAME \_\_\_\_\_ SEX \_\_\_\_\_ AGE \_\_\_\_\_  
LAST NAME FIRST NAME MIDDLE NAME

2. DATE OF BIRTH \_\_\_\_\_ DATE OF DEATH \_\_\_\_\_

3. BURIAL PLACE \_\_\_\_\_  
CITY (OR) TOWNSHIP

4. COUNTY \_\_\_\_\_ NAME OF CEMETERY \_\_\_\_\_

5. LOT DESCRIPTION \_\_\_\_\_  
ADDITION BLOCK NO. LOT NO. GRAVE NO.

6. GRAVE MARKING TYPE OF A. FAMILY MONUMENT B. HEADSTONE FAMILY GOV'T. C. MARKER WAR LODGE MISC.

7. ORGANIZATION \_\_\_\_\_ RANK \_\_\_\_\_

8. REMARKS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SIGNED \_\_\_\_\_

Iowa  
Graves Registration  
Survey

NEWSPAPER RESEARCH RECORD

Form WPA-GR20

FOR POSSIBLE VETERANS ONLY

Name \_\_\_\_\_  
last name first name middle name color age

Date of birth \_\_\_\_\_ Place \_\_\_\_\_

Date of death \_\_\_\_\_ Place \_\_\_\_\_  
cause

Residence \_\_\_\_\_

Relatives \_\_\_\_\_  
father mother's maiden name wife's maiden name

Children \_\_\_\_\_

Burial Record \_\_\_\_\_  
city township county cemetery

Newspaper \_\_\_\_\_  
name date city county

Remarks: \_\_\_\_\_  
 \_\_\_\_\_



IOWA  
GRAVES REGISTRATION  
SURVEY

WPA-GR-40

ORDER BLANK  
FOR  
FORMS AND SUPPLIES

MAIL TO \_\_\_\_\_ COUNTY \_\_\_\_\_

ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

AMOUNT	DESCRIPTION	FORM NO.	REMARKS

NOTE: USE THIS BLANK (FORM WPA-GR40) WHEN ORDERING ANY SUPPLIES.  
Do NOT REQUEST IN LETTERS OR BY NOTATIONS ON OTHER FORMS. BE  
THRIFTY! ORDER NO MORE THAN YOU CAN USE AT A TIME.

\*\*\*\*\*

THE ABOVE SUPPLIES ARE ORDERED BY:

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(TITLE)



Facsimile of Permanent File Card  
"Insite System"  
Form 1-AGO

GRAVES REGISTRATION SERVICE, STATE OF IOWA										FORM 1-AGO
CO.	Polk	CITY OR TWP.	Des Moines	CEMETERY	Glendale					
PLAT OR ADDITION	Section 2	BLOCK NO.	16	LOT NO.	4	GRAVE NO.	32	MARKER	G. H.	
WHERE BURIED IN FOREIGN COUNTRY								DATE OF REBURIAL		
WAR	World	RANK	Private	SERIAL NO.	1552039					
ENTERED SERVICE AT	Des Moines, Iowa	DATE	April 30, 1917							
DISCHARGED	Memphis, Tenn.	DATE	May 14, 1918							
FOREIGN SERVICE	None									
WIFE	Hazel D. Wood (Freel)	FATHER	Frank B. Wood							
CHILDREN	Oscar	MOTHER	Verna B. Anderson (Wood)							
	Richard	CHILDREN	Cora							
	Tillie		Elsie							
ORGANIZATIONS	Company A, 118 Iowa Infantry									
VETERANS ORGANIZATIONS	American Legion									
AMOUNT PENSION OR COMPENSATION	\$50.00	AMOUNT WAR RISK INSURANCE	None							
W.W.	Frank B. Wood, Jr.	ARMY	X	NAVY		MARINE				

(Reverse Side)	
NAME AND ADDRESS OF PERSONS AND ORGANIZATIONS FURNISHING INFORMATION	
John P. Fairbanks, Algona, Iowa	
Frank S. Patterson, American Legion	
ADDITIONAL INFORMATION	

Cross-index File Card

Frank B. Wood, Jr.  
Des Moines, Iowa  
Polk County  
Des Moines Twp.  
Glendale Cemetery

World War



# WEEKLY PROGRESS REPORT

WPA-GR2  
(6-1-38)

DATE \_\_\_\_\_

(1) LOCATION \_\_\_\_\_  
(COUNTY) \_\_\_\_\_ (CITY OR TOWN) \_\_\_\_\_

(2) WEEK COVERED: FROM \_\_\_\_\_ TO \_\_\_\_\_  
(USE THE CALENDAR WEEK, MONDAY THROUGH SATURDAY)

(3) NO. OF WORKERS \_\_\_\_\_ (4) NO. OF MAN-DAYS THIS WEEK \_\_\_\_\_

(5) TOTAL NO. OF MAN-HOURS FOR WEEK \_\_\_\_\_ (6) PER CENT PROJ. COMPLETED \_\_\_\_\_  
(PLEASE ESTIMATE)

PLEASE REPORT QUANTITY AND DEGREE OF COMPLETION FOR FORMS LISTED BELOW:

(7) 2-AGO-GRD (GRAVES REGISTRATION) (10) WPA-GR-20 (POSSIBLE VETERANS)

THIS WEEK

A-NO. PARTIALLY COMPLETED \_\_\_\_\_  
B-NO. TOTALLY COMPLETED \_\_\_\_\_  
TO DATE \_\_\_\_\_  
C-NO. PARTIALLY COMPLETED \_\_\_\_\_  
D-NO. TOT. COMP. (ON HAND) \_\_\_\_\_  
E-NO. TOT. COMP. (TO STATE OFF.) \_\_\_\_\_

THIS WEEK

A-NO. FOUND \_\_\_\_\_  
B-NO. TRANSFERRED\* TO 2-AGO \_\_\_\_\_  
TO DATE \_\_\_\_\_  
C-NO. FOUND \_\_\_\_\_  
D-NO. TRANSFERRED\* TO 2-AGO \_\_\_\_\_

(8) 3-AGO-GRD (IOWA CEM. BLANKS)

THIS WEEK

A-NO. PREPARED \_\_\_\_\_  
TO DATE \_\_\_\_\_  
B-NO. PREPARED \_\_\_\_\_

(11) WPA-GR15 (IND. BURIAL RECORD)

THIS WEEK

A-NO. PREPARED \_\_\_\_\_  
TO DATE \_\_\_\_\_  
B-NO. PREPARED \_\_\_\_\_

(9) NEWSPAPERS SEARCHED THIS WEEK

NAME YEAR

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(12) CEMETERIES "WORKED" THIS WEEK

NAME LOCATION

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUMMARY OF WORK

NO. MAN HOURS

(13) A-RESEARCH IN NEWSPAPER FILES	- - - - -	_____
B-RESEARCH IN CEMETERIES	- - - - -	_____
C-FILLING IN FORMS	- - - - -	_____
D-CHECKING, FILING AND LISTING	- - - - -	_____
E-INTERVIEWING	- - - - -	_____
F-MISCELLANEOUS (NOT OTHERWISE CLASSIFIED)	- - - - -	_____
(DESCRIBE: _____)		_____
G-TOTAL	- - - - -	_____

NOTE: (13) G MUST EQUAL (5).

\* THIS NUMBER (B&D) SHOULD  
BE INCLUDED IN (7), WHEN  
TRANSFER IS MADE.

\_\_\_\_\_  
(NAME OF PERSON MAKING REPORT)

(USE BACK OF PAGE FOR ADDITIONAL INFORMATION)



## INSTRUCTIONS

WPA-GR21r  
(6-1-38)

### How to Prepare the WEEKLY PROGRESS REPORT Form WPA-GR2

**PURPOSE:** The Purpose of this Form is to have accessible, in tabular form, a complete record of what has been accomplished in the Field, at the end of each week and an accumulative record of the work accomplished in each county from date county was opened to the present date. With this in mind a Revised Weekly Progress Report has been devised. This Report is to be prepared on the last working day of each week and mailed promptly, to reach the State Office of the Survey not later than Monday of the following week.

**INSTRUCTIONS:** Please follow the suggestions outlined below carefully, in filling in the various items: (Numbers below correspond with numbered lines on Report.)

DATE: Date report is being made.

- (1) Location: Where project is located.
- (2) WEEK COVERED: As instructed on Form.
- (3) NUMBER OF WORKERS: Number assigned to work on your Project for this week.
- (4) NUMBER OF MAN-DAYS THIS WEEK: Give total number of days each man worked. Example If 3 men worked 4 days each you should have 3x4 equals 12, therefore you would show 12 man-days for the week.
- (5) TOTAL NUMBER OF MAN-HOURS FOR WEEK: If 2 men worked two eight hour days thus you would show 32 man-hours for the week.
- (6) PER CENT PROJECT COMPLETED: We ask that you estimate approximately how nearly you think your county is completed to date.
- (7) 2-AGO-GRD: This pertains to this Form only and we believe the questions are self-explanatory.
- (8) 3-AGO-GRD: Give number of Forms as indicated.
- (9) List name and dates of newspapers as indicated.
- (10) WPA-GR-20: In the newspaper research, we find names of individuals whose age at time of death indicated they could have been veterans of some war. Thus we prepared this Form, to be used until later verified as a veteran and then written or clipped to a 2-AGO-GRD. This unit is self explanatory. If you do not as yet have these Forms they may be obtained by order from the State Office. They are of a size to be filed alphabetically and can be referred to as needed.
- (11) WPA-GR-15: When instructed to work in cemeteries, this Form will be used to show the individual burial record. The questions asked on this report are self-explanatory.
- (12) CEMETERIES WORKED THIS WEEK: Give name and location of cemeteries surveyed as report indicates.
- (13) SUMMARY OF WORK:
  - A-Give man-hours spent on newspaper files.
  - B-Give man-hours spent in cemetery research.
  - C-Give man-hours spent in filling in forms.
  - D-Give man-hours spent as indicated.
  - E-Give man-hours spent as indicated.
  - F-Give man-hours spent, not otherwise classified above and describe the work done.
  - G-Total should indicate number of man-hours spent and should correspond with number as indicated in item #5.

**NOTE:** In making out report use bottom line for signature and back of sheet for any additional information.



COUNTY \_\_\_\_\_

FORM WPA-GR-200R

DATE \_\_\_\_\_

[illegible]

ACTING SUPERVISOR



## INSTRUCTIONS

### How to Prepare the DAILY WORK REPORT Form WPA-GR200R

This Form is to provide the State Office of the Survey with an accurate record of the DAILY hours and physical accomplishment of each worker on the Project. It is to be mailed to the State Office at the close of EACH DAY WORKED! Care should be used in the preparation of the Form 200R, since it is used by the State Office to check against the Semi-monthly Time Report before okaying it for payroll purposes.

Please note that this Daily Work Report not only shows the hours by type of work performed, but also indicates the actual number of Forms, etc. that were produced by each worker. At the close of each work week, of course, the WEEKLY PROGRESS REPORT is to be prepared as usual. It is important to remember, however, that the total amount of work accomplished, as shown on the Weekly Form WPA-GR2, should be but a summary of the daily report of work on the Form 200R.

Although the SAMPLE copy of the Form WPA-GR200R, attached, is practically self-explanatory, a few suggestions for correct preparation are made below:

- (1) Be sure to insert the name of County and Date in the proper spaces at the top of the Form.
- (2) Under "Name of Employee" list the names of all workers who are headquartering at the same location in the particular county. In some instances the Survey is located in a number of different towns in a county which calls for a separate Form 200R from each location.
- (3) "Individual Work Record" (By Number of Units). Under this heading you will note four columns, one each for the number of 2-AGO's, GR-20's, and GR-15's which may be prepared by the individual worker. The fourth column, "Miscellaneous", if used, should be checked (✓) and the work described below.
- (4) In the columns, under "Man Hours" (By Type of Work), you will show the number of hours spent by each worker on the various types of work. Of course a definite correlation must be shown between the number of units of work produced and the type of work: For example, if a worker prepares 15 Forms 2-AGO, indicated as such under INDIVIDUAL WORK RECORD, his time should be shown under NEWSPAPER RESEARCH.
- (5) If a worker is absent, check (✓) in the column "Absent-Give Reason" and indicate below WHY the individual did not work. Do not fail to do this!
- (6) This Report, Form WPA-GR200R is to be signed in the right hand margin, either by the individual worker, or the Acting Supervisor where there is a larger group working.

L. M. Palmer,  
State Project Supervisor.



IOWA  
GRAVES REGISTRATION  
SURVEY

# DAILY WORK REPORT

FORM WPA-GR-200R

COUNTY Bancroft

DATE July 29, 1938

(MUST BE MAILED DAILY TO THE STATE OFFICE OF SURVEY, AT DES MOINES, IOWA).	INDIVIDUAL WORK RECORD (BY NUMBER OF UNITS)				MAN HOURS (BY TYPE OF WORK)								TOTALS
	NUMBER 2-AGO'S	NUMBER GR-20'S	NUMBER GR-15'S	MISCELLANEOUS (DESCRIBE)	NEWSPAPER RESEARCH	CEMETERY RESEARCH	FILLING IN FORMS	CHECKING, FILLING	INTER- VIEWING	MISCEL- LANEOUS	ABSENT REASON GIVE	BY TYPE OF WORK	
NAME OF EMPLOYEE													
Max Jones			166			8						8	
James Douglas			147			8						8	
Mary Smith				✓			7					7	
Arthur Donovan	12				7							7	
Marion Dahl											✓		
Typing and filing (Mary Smith)													
Marion Dahl was ill													
TOTALS:	12	0	313	✓	7	16	7	0	0	0	✓	30	

SAMPLE

Max Jones ACTING SUPERVISOR



- (b) Public school records, where available will reveal pertinent information at times.
- (c) Church records. Invaluable especially in cemetery research.
- (d) In some counties the various patriotic organizations have been especially active in maintaining records of veterans, through the years.
- (e) Undertakers' and physicians' records, if available and complete, oftentimes furnish valuable data.
- (f) G.A.R. Membership Lists:

(1). The State Office of the Survey has a complete list of the membership of all the G. A. R. Posts in Iowa. In many cases, the membership lists are available locally, but if not, they will be furnished to any particular unit upon application.

(2). These lists comprise not only the names of the individual members of the G.A.R. and their Post, but also indicate the State and organization in which they served.



### ADAIR COUNTY

History of Jackson and Aday Counties, Iowa. Springfield, Ill., Continental Historical Company, 1884.  
Hilburn, Lucien M., Editor. History of Aday County Iowa and Its People. 2 Vols. Chicago: Pioneer Publishing Company, 1915.

### APPENDIX III

History of Montgomery and Adams Counties. Chicago: Lewis Publ. Co. 1892.  
Ransom, A. A., Monograph of A. A. Ransom and Early Days of Adams County. Hot Oak, Iowa: Isaac B. Murphy Company, 1900.

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Alexander, G. B., History of Buchanan and Allamakee Counties, Iowa. Sioux City, Iowa: Western Publishing Company, 1882.  
Jennock, Eliot M., Past and Present of Allamakee County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company, 1911.

On the following pages will be found a list of official county histories of the various counties in Iowa. These books have been published from time to time over a considerable period of years and are available for all but Grundy and Sioux Counties.

This list was taken from the Iowa Journal of History and Politics, April, 1938.

### AUDUBON COUNTY

Andrews, H. P., Editor. History of Audubon County Iowa Its People, Industries and Institutions. Indianapolis, Indiana: H. R. Bowen and Company, Inc., 1915.  
Biographical History of Shelby and Audubon Counties, Iowa. Chicago: W. S. Parker and Company, 1879.

### BENTON COUNTY

Hill, Luther S., Editor. History of Benton County Iowa. 2 Vols. Chicago: Lewis Publishing Company.  
The History of Benton County, Iowa. Chicago: Western Historical Company, 1878.

### BLACK HAWK COUNTY

Bartman, John C., Editor. History of Black Hawk County Iowa and Its People. 2 Vols. Chicago: S. J. Clarke Publishing Company, 1915.  
Historical and Biographical Record of Black Hawk County, Iowa. Chicago: Inter-State Publishing Company, 1886.



#### ADAIR COUNTY

History of Guthrie and Adair Counties, Iowa. Springfield, Ill., Continental Historical Company. 1884.  
Kilburn, Lucian M., Editor. History of Adair County Iowa and Its People. 2 Vols. Chicago: Pioneer Publishing Company. 1915.

#### ADAMS COUNTY

History of Montgomery and Adams Counties. Chicago: Lewis Publ. Co. 1892.  
Rawson, A. A., Monograph of A.A. Rawson and Early Days of Adams County. Red Oak, Iowa: Thos. D. Murphy Company. 1900.

#### ALLAMAKEE COUNTY

Alexander, W. E., History of Winneshiek and Allamakee Counties, Iowa. Sioux City, Iowa: Western Publishing Company. 1882.  
Hancock, Ellery M., Past and Present of Allamakee County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1913.

#### APPANOOSE COUNTY

Biographical and Historical Record of Wayne and Appanoose Counties, Iowa. Chicago: Inter-State Publishing Company. 1886.  
The History of Appanoose County, Iowa. Chicago: Western Historical Company. 1878.  
Lewis, S. Thompson, Editor. Biographical and Genealogical History of Appanoose and Monroe Counties, Iowa. New York and Chicago: Lewis Publishing Company. 1903.  
Taylor, L. L., Editor. Past and Present of Appanoose County Iowa, 2 Vols. Chicago: S. J. Clarke Publishing Company. 1913.

#### AUDUBON COUNTY

Andrews, H. F., Editor. History of Audubon County Iowa Its People, Industries and Institutions. Indianapolis, Indiana: B. F. Bowen and Company, Inc., 1915.  
Biographical History of Shelby and Audubon Counties, Iowa. Chicago: W. S. Dunbar and Company. 1889.

#### BENTON COUNTY

Hill, Luther B., Editor. History of Benton County Iowa. 2 Vols. Chicago: Lewis Publishing Company.  
The History of Benton County, Iowa. Chicago: Western Historical Company, 1878.

#### BLACK HAWK COUNTY

Hartman, John C., Editor. History of Black Hawk County Iowa and Its People. 2 Vols. Chicago: S. J. Clarke Publishing Company, 1915.  
Historical and Biographical Record of Black Hawk County, Iowa Chicago: Inter-State Publishing Company. 1886.



### BLACK HAWK COUNTY (Cont.)

The History of Black Hawk County, Iowa. Chicago: Western Historical Company. 1878.  
Van Metre, Isaiah, Editor. History of Black Hawk County, Iowa, and Representative Citizens. Chicago: Biographical Publishing Co., 1904.

### BOONE COUNTY

A Biographical Record of Boone County Iowa. New York and Chicago: S. J. Clarke Publishing Company. 1902.  
Goldthwait, N. E., Editor. History of Boone County, Iowa. 2 Vols. Chicago: Pioneer Publishing Company. 1914.  
The History of Boone County, Iowa. Des Moines: Union Historical Company. 1880.

### BREMER COUNTY

History of Butler and Bremer Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1883.  
Lucas, W. V. Pioneer Days in Bremer County. Waverly, Iowa. Waverly Democrat. 1918.

### BUCHANAN COUNTY

Biographical Sketches of Delaware and Buchanan Counties. Chicago: Lewis Publishing Company. 1890.  
Chappell, Henry Church, and Chappell, Katharyn Joella. History of Buchanan County Iowa and Its People. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1914.  
Percival, C. S. and Percival, Elizabeth, Editors. History of Buchanan County, Iowa, with Illustrations and Biographical Sketches. Cleveland, Ohio: Williams Brothers. 1881.  
Roszell, O. H. P., History of Buchanan County, Iowa. Read at Centennial Celebration at Independence, July 4, 1876. Pamphlet. Independence, Iowa: 1876. (Author)

### BUENA VISTA COUNTY

Eilers, Tom D. Buena Vista's Part in the World War. Storm Lake, Iowa. Published by the author. 1920. (Author)  
Wegerslev, C. H., and Walpole, Thomas. Past and Present of Buena Vista County Iowa. Chicago: S. J. Clarke Publishing Company. 1909.

### BUTLER COUNTY

Hart, Irving H. History of Butler County, Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1914.  
History of Butler and Bremer Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1883.  
With the Colors from Butler County, 1917, 1918, 1919. Greene, Iowa.



#### CALHOUN COUNTY

A Biographical Record of Calhoun County Iowa. New York and Chicago: S. J. Clarke Publishing Company. 1902.  
Stonebraker, Beaumont E., Editor. Past and Present of Calhoun County Iowa. 2 Vols. Chicago: Pioneer Publishing Company 1915.

#### CARROLL COUNTY

Atlas of Carroll County. Davenport, Iowa: Iowa Publishing Company. 1906.  
Biographical and Historical Record of Greene and Carroll Counties Iowa. Chicago: Lewis Publishing Co 1887.  
MacLean, Paul, Editor. History of Carroll County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1912.

#### CASS COUNTY

Beard, J. C. Cass County in the World War. Atlantic, Iowa: Published by the author. 1919. (Author).  
History of Cass County. Springfield, Illinois: Continental Historical Company. 1884.  
History of Cass County, Iowa. Springfield, Illinois: Journal Company, printers, 1884.  
Taylor, Henry, and Co., Editors. Compendium of History and Biography in Cass County, Iowa. Chicago: Rogers and Hall Co., 1906.  
Young, Lafe. History of Cass County, Iowa, together with Brief Mention of Old Settlers. Atlantic, Iowa: Published by the author. 1877. (Author).

#### CEDAR COUNTY

Aurner, Clarence R., Editor. A Topical History of Cedar County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1910.  
The History of Cedar County with a History of Iowa. 2 Vols. Cedar Rapids and Chicago: Historical Publishing Company. 1901.  
The History of Cedar County, Iowa. Chicago: Western Historical Company. 1878.

#### CERRO GORDO COUNTY

History of Franklin and Cerro Gordo Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1883.  
Rule, Edith. True Tales of Cerro Gordo County. Mason City, Iowa. Klipto Loose Leaf Company. 1927. (Author)  
Wheeler, J. H., Editor. History of Cerro Gordo County Iowa, 2 Vols. Chicago: Lewis Publishing Company. Preface, 1910.

#### CHEROKEE COUNTY

Biographical History of Cherokee County, Iowa. Chicago: W. S. Dunbar and Company. 1889.



### CHICKASAW COUNTY

Alexander, W. E. History of Chickasaw and Howard Counties Iowa. Decorah, Iowa: Western Publishing Company. 1883.  
Fairbairn, Robert H. History of Chickasaw and Howard Counties Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Co. 1919.  
Feuling, E. J. Chickasaw County Honor Roll. New Hampton, Iowa: New Hampton Tribune. 1920. (Author).  
Powers, J. H. Historical and Reminiscences of Chickasaw County Iowa. Des Moines: Iowa Printing Company. 1894. (Author).  
Standard Historical Atlas of Chickasaw County. Chicago: Anderson Publishing Company. 1915.

### CLARKE COUNTY

Biographical and Historical Record of Clarke County Iowa. Chicago: Lewis Publishing Company. 1886.

### CLAY COUNTY

Gilbreath, W. C. The History of Clay County, Iowa. (Author).  
Gillespie, Samuel, and Steele, James E., History of Clay County, Iowa. Chicago: S. J. Clarke Publishing Company. 1909.

### CLAYTON COUNTY

History of Clayton County, Iowa. Chicago: Inter-State Publishing Company. 1882.  
Portrait and Biographical Record of Dubuque, Jones and Clayton Counties, Iowa. Chicago: Chapman Publishing Company. 1894.  
Price, Realto E., Editor. History of Clayton County, Iowa. 2 Vols. Chicago: Robert O. Law Company. 1916.

### CLINTON COUNTY

Biographical Record of Clinton County, Iowa. Chicago: S. J. Clarke Publishing Company. 1901.  
The History of Clinton County, Iowa. Chicago: Western Historical Company. 1879.  
LePrevost, Estelle. Clinton County History. Clinton, Iowa: Allen Printing Company. 1930. (Author).  
Portrait and Biographical Album of Clinton County, Iowa. Chicago: Chapman Brothers. 1886.  
Wolfe, Patrick B., Editor. Wolfe's History of Clinton County, Iowa 2 Vols. Indianapolis, Indiana: B. F. Bowen Company. 1911.

### CRAWFORD COUNTY

Biographical History of Crawford, Ida and Sac Counties, Iowa. Chicago: Lewis Publishing Company. 1893.  
Chapin, Lon F., Early Days in Iowa. Pasadena, California: Southwest Publishing Company. 1931. (Author).  
Meyers, F. W., History of Crawford County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1911



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The History of Dallas County, Iowa. Des Moines: Union Historical Co., 1879  
Wood, R. F. Editor. Past and Present of Dallas County, Iowa. Chicago:  
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#### DAVIS COUNTY

Ethell, Henry C., Rise and Progress of Civilization in the Hairy Nation:  
Comparative Topical Review of the Stages of Progress in the Brief His-  
tory of Davis County, Iowa. Bloomfield, Iowa: Published by the au-  
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field, Iowa: Bloomfield Democrat. 1924-1927. (Author).

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Biographical and Historical Record of Ringgold and Decatur Counties,  
Iowa. Chicago: Lewis Publishing Company. 1887.

Howell, J. M., and Smith, Heman C., Editors: History of Decatur  
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Bailey, Belle. Stories of the Beginning of Delaware County, Cover-  
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Merry, John F., Editor. History of Delaware County Iowa and Its Peo-  
ple. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1914.

#### DES MOINES COUNTY

Andreas, A. T., Illustrated Historical Atlas of Des Moines County,  
Iowa. Chicago: Lakeside Building. 1873.

Antrobus, Augustine M., Editor. History of Des Moines County Iowa  
and Its People. 2 Vols. Chicago: S. J. Clarke Publishing Co., 1915.

The History of Des Moines County, Iowa. Chicago: Western Historical  
Company. 1879.



### DICKINSON COUNTY

History of Emmet County and Dickinson County, Iowa. 2 Vols. Chicago: Pioneer Publishing Company. 1917.  
Smith, Roderick A. A History of Dickinson County, Iowa. Des Moines: Kenyon Printing and Manufacturing Company. 1902. (Author)

### DUBUQUE COUNTY

Goodspeed, W. A. History of Dubuque County.\* Dubuque, Iowa: Published by the author. (Author)  
The History of Dubuque County, Iowa. Chicago: Western Historical Company. 1880.  
Langworthy, Lucius H. Dubuque: Its History, Mines, Indian Legends, Etc. Dubuque: Published by the Dubuque Institute. 1855. (Author)  
Oldt, Franklin T., Editor. History of Dubuque County Iowa. Chicago: Goodspeed Historical Association.  
Portrait and Biographical Record of Dubuque, Jones and Clayton Counties, Iowa. Chicago: Chapman Publishing Company. 1894.

### EMMET COUNTY

History of Emmet County and Dickinson County Iowa. 2 Vols. Chicago: Pioneer Publishing Company. 1917

### FAYETTE COUNTY

Fitch, Geo. W. Past and Present of Fayette County, Iowa. Indianapolis, Indiana: B. F. Bowen and Company. 1910.  
The History of Fayette County, Iowa. Chicago: Western Historical Company. 1878.  
Portrait and Biographical Album of Fayette County, Iowa. Lake City Publishing Company. 1891.

### FLOYD COUNTY

Cheyney, B. F. Floyd County, Iowa. Its Advantages and Inducements to Those Seeking Homes in the West. 1858. (Author)  
Honor Roll of Floyd County (World War). Charles City, Iowa: Charles City Press.  
History of Floyd County, Iowa. Chicago: Inter-State Publishing Company. 1882.  
Webster, Clement L. History of Floyd County, Iowa. Pamphlet. Charles City, Iowa: Published by the author. 1897. (Author)

### FRANKLIN COUNTY

History of Franklin and Cerro Gordo Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1883.  
Stuart, I. L. Editor. History of Franklin County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1914.

\*This history is the same as the volume edited by Franklin T. Oldt, but the title pages are different.



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History of Fremont County, Iowa. Des Moines, Iowa: Iowa Historical Company. 1881.  
History of Mills and Fremont Counties. Chicago: Lewis Publishing Company. 1901.

#### GREENE COUNTY

Biographical and Historical Record of Greene and Carroll Counties Iowa. Chicago: Lewis Publishing Company. 1887.  
Stillman, E. B. Past and Present of Greene County, Iowa. Chicago: S. J. Clarke Publishing Company. 1907.

#### GUTHRIE COUNTY

History of Guthrie and Adair Counties, Iowa. Springfield, Illinois: Continental Historical Company. 1884.  
Maxwell, Mrs. S. B. Centennial History of Guthrie County, Iowa. Des Moines: Carter, Hussey and Curl, printers. 1876. (Author)  
Past and Present of Guthrie County, Iowa. Chicago: S. J. Clarke Publishing Company. 1907.

#### HAMILTON COUNTY

Biographical Record and Portrait Album of Webster and Hamilton Counties, Iowa. Chicago: Lewis Publishing Company. 1888.  
A Biographical Record of Hamilton County Iowa. New York and Chicago: S. J. Clarke Publishing Company. 1902.  
Crosley, C. E., Compiler. World War Newspaper History of Hamilton County's Service Men. 1920.  
Lee, J. W., Editor. History of Hamilton County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1912.

#### HANCOCK COUNTY

History of Kossuth, Hancock and Winnebago Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1884.  
History of Winnebago and Hancock Counties. Chicago: Pioneer Publishing Company. 1917.

#### HARDIN COUNTY

History of Hardin County, Iowa. Springfield, Illinois: Union Publishing Company. 1883.  
Moir, William J., Editor. Past and Present of Hardin County Iowa. Indianapolis, Indiana: B. F. Bowen Company. 1911.

#### HARRISON COUNTY

Hunt, Charles W., and Clark, Will L. History of Harrison County Iowa. Indianapolis, Indiana: B. F. Bowen and Company. 1915.



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McKenney, H. H. Pioneer History of Harris Grove 1851-1861. Logan, Iowa: Democrat Print. (Author).  
Smith, Joe H. History of Harrison County Iowa. Des Moines: Iowa Printing Company. 1888. (Author).

#### HENRY COUNTY

Biographical Review of Henry County, Iowa. Chicago: Hobart Publishing Company. 1906.  
The History of Henry County, Iowa. Chicago: Western Historical Company. 1879.  
Portrait and Biographical Album of Henry County, Iowa. Chicago: Acme Publishing Company. 1888.

#### HOWARD COUNTY

Alexander, W. E. History of Chickasaw and Howard Counties Iowa. Decorah, Iowa: Western Publishing Company. 1883.  
Fairbairn, Robert H. History of Chickasaw and Howard Counties. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1919.

#### HUMBOLDT COUNTY

The History of Humboldt County. Chicago: Historical Publishing Company. 1901.  
History of Kossuth and Humboldt Counties, Iowa. Springfield, Illinois. Union Publishing Company. 1884,  
Taft, S. H. Humboldt History Reads Like Story. Semi-Centennial Address. Fort Dodge, Iowa: Fort Dodge Messenger. 1913. (Author)

#### IDA COUNTY

Biographical History of Crawford, Ida and Sac Counties, Iowa. Chicago: Lewis Publishing Company. 1893.  
Chapin, Lon F. Early Days in Iowa. Pasadena, California: Southwest Publishing Company. 1931. (Author)

#### IOWA COUNTY

Dinwiddie, James C. History of Iowa County Iowa and Its People. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1915.  
The History of Iowa County, Iowa. Des Moines: Union Historical Company. 1881.  
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#### JACKSON COUNTY

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### JACKSON COUNTY (cont.)

The History of Jackson County, Iowa. Chicago: Western Historical Company. 1879.

Owen's Gazeteer and Directory of Jackson County, Iowa. Davenport, Iowa: Owen Publishing Company. 1878.

Portrait and Biographical Album of Jackson County, Iowa. Chicago: Chapman Brothers. 1889.

### JASPER COUNTY

The History of Jasper County, Iowa. Chicago: Western Historical Company. 1878.

Weaver, James B., Editor. Past and Present of Jasper County Iowa. 2 Vols. Indianapolis, Indiana: B. F. Bowen and Company. 1912.

### JEFFERSON COUNTY

Fletcher, Charles H. Jefferson County, Iowa Centennial History. Pamphlet. Fairfield, Iowa: Ledger Office. 1876. (Author)

Fulton, Charles J. History of Jefferson County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1914.

The History of Jefferson County, Iowa. Chicago: Western Historical Company. 1879.

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Aurner, Clarence R. Leading Events in Johnson County Iowa History. 2 vols. Cedar Rapids, Iowa: Western Historical Press. 1912.

Dreyer, Dick. Johnson County Honor Roll. Iowa City, Iowa: Published by the author. 1919. (Author).

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Portrait and Biographical Record of Johnson, Poweshiek and Iowa Counties. Chicago: Chapman Brothers. 1893.

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### JONES COUNTY

Corbit, Robert McClain. History of Jones County, Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1910.

The History of Jones County, Iowa. Chicago: Western Historical Company. 1879.

Portrait and Biographical Record of Dubuque, Jones and Clayton Counties, Iowa. Chicago: Chapman Publishing Company. 1894.

### KEOKUK COUNTY

Atheorn, Walter Scott. Brief History of Keokuk County Iowa. Pamphlet. Sigourney, Iowa: Sigourney News. 1897. (Author).

A Genealogical and Biographical History of Keokuk County Iowa. Chicago and New York: Lewis Publishing Company. 1903.



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The History of Keokuk County, Iowa. Des Moines: Union Historical Company. 1880.

### KOSSUTH COUNTY

History of Kossuth, Hancock and Winnebago Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1884.  
History of Kossuth and Humboldt Counties, Iowa. Springfield, Illinois: Union Publishing Company. 1884.  
Reed, Benjamin F. Early History of Kossuth County, Iowa from the Earliest Settlements to the Present Time. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1913.

### LEE COUNTY

Coffman, J. F. and Co., Compilers. Lee County Gazeteer containing history and descriptive sketch of the county and sketches of the several townships, together with city directories of Keokuk and Fort Madison. Keokuk, Iowa: Gate City and Job Rooms. 1868.  
The History of Lee County, Iowa. Chicago: Western Historical Company. 1879.  
Portrait and Biographical Album of Lee County, Iowa. Chicago: Chapman Brothers. 1887.  
Roberts, Nelson C., and Moorhead, S. W., Editors. Story of Lee County Iowa. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1914.

### LINN COUNTY

Atlas of Linn County. Davenport, Iowa: Iowa Publishing Company. 1906.  
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Brewer, Luther A., and Wick, Barthinius L. History of Linn County Iowa. Cedar Rapids, Iowa: Torch Press. 1911.  
Dotson, A. F. Honor Roll of Linn County, Iowa. Cedar Rapids: Torch Press. 1919.  
The History of Linn County, Iowa. Chicago: Western Historical Company. 1878.  
Laurance, Charles A. Pioneer Days in Cedar Rapids. Cedar Rapids, Iowa: Laurance Press Company. 1936. (Author).  
Lazell, Fred J. Linn County a Brief Review of Its History from 1838 to 1923. Cedar Rapids, Iowa: Published by the Linn County Board of Supervisors. 1923. (Author).  
Marion Soldiers' and Sailors' Club. Linn County Soldiers and Sailors Serving Our Flag (World War). (Author).  
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\*This volume appears to be the biographical volume which ordinarily was part of the county histories published by the S.J. Clarke Publishing Co.



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#### LUCAS COUNTY

History of Lucas County, Iowa. Des Moines, Iowa: State Historical Company. 1881.

Stuart, Theodore M. Past and Present of Lucas and Wayne Counties, Iowa. 2 Vols. Chicago: S.J. Clarke Publishing Company. 1913.

#### LYON COUNTY

Compendium of History, Reminiscence and Biography of Lyon County, Iowa. Chicago: George A. Ogle and Company. 1904-1905.

Hyde, S. C., Historical Sketch of Lyon County, Iowa and a Description of the County and Its Resources. Sioux City, Iowa: Perkins Brothers. (Author). 1873.

Monlux, George. Early History of Lyon County. Rock Rapids, Iowa: Published by the author. 1909. (Author).

#### MADISON COUNTY

Davies, J. J., Editor. History and Business Directory of Madison County, Iowa. Des Moines: Mills and Company. 1869. (Author).  
The History of Madison County, Iowa. Des Moines: Union Historical Company. 1879.

Mueller, Herman A., Editor. History of Madison County Iowa and Its People. 2 Vols. Chicago: S.J. Clarke Publishing Company. 1915.

#### MAHASKA COUNTY

Edmundson, William. A Short Sketch of the Early History of Mahaska County, Iowa. Pamphlet. (Author).

Hedge, Manoah. Past and Present of Mahaska County. Chicago: S. J. Clarke Publishing Company. 1906.

History of Mahaska County, Iowa. Des Moines: Union Publishing Company. 1878.

Hoffmann, Phil. Roustabout's History of Mahaska County. (Author)

Phillips, Semira A., Proud Mahaska, 1843-1900. Oskaloosa, Iowa Herald Print. 1900. (Author).

Portrait and Biographical Album of Mahaska County. Chicago: Chapman Brothers. 1887.

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Donnel, William M. Pioneers of Marion County. Des Moines, Iowa: Republican Steam Printing House. 1872. (Author).

The History of Marion County, Iowa. Des Moines: Union Historical Company. 1881

McCown, Alfred B. Down on the Ridge. 1900. (Author).



#### MARION COUNTY (Cont.)

Wright, John W., and Young, W. A., Editors. History of Marion County Iowa and Its People. 2 Vols. Chicago: S. J. Clarke Publishing Company. 1915.

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Battin, William, and Moscrip, F. A., Past and Present of Marshall County Iowa. 2 Vols. Indianapolis, Indiana: B. F. Bowen & Co., 1912.  
Description and History of Marshall County, Iowa. Marshalltown, Iowa: Taylor and Barnhart. 1862. (Author).  
The History of Marshall County, Iowa. Chicago: Western Historical Company. 1878.  
Sanford, Nettie. History of Marshall County, Iowa. Clinton, Iowa: Leslie McAllaster and Company. 1867. (Author).  
Whitacre, Joseph A. and Moore, W. J., Compilers. Marshall County in the World War. Marshalltown, Iowa: Marshall Printing Co., 1919.

#### MILLS COUNTY

History of Mills County, Iowa. Des Moines: State Historical Co., 1881.  
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#### MITCHELL COUNTY

Clyde, J. F., and Dwelle, H. A., Editors. History of Mitchell and Worth Counties Iowa. 2 Vols. Chicago: S.J. Clarke Publishing Co., 1918  
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Story, Mrs. M. S., Lapham, Mrs. J. A., Hastings, Mrs. S. W. (Committee). Woman's Columbian Souvenir of Mitchell County, Iowa. Osage, Iowa: Mitchell County World's Fair Association. 1893.

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#### MONROE COUNTY

Hickenlooper, Frank. An Illustrated History of Monroe County, Iowa. Albia, Iowa: Published by the author. 1896. (Author).  
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### MUSCATINE COUNTY

The History of Muscatine County, Iowa. Chicago: Western Historical Company. 1879.  
Jack, O. J., Compiler. Brief History of Muscatine. Muscatine, Iowa: Journal Book and Job Printing House. 1870.  
Mahin, John, Compiler. Muscatine City Directory and Advertiser for 1856 Containing History of the City and County. Muscatine, Iowa: Enquirer's Office. 1856.  
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Walton, J. P., Pioneer Papers (Collected). Muscatine, Iowa: 1899. (Author).  
Walton, J. P., Scraps of Muscatine History (Collected). Muscatine, Iowa: 1893. (Author).

### O'BRIEN COUNTY

Peck, J. L. E., Montzheimer, Otto H., and Miller, William J., Past and Present of O'Brien and Osceola Counties, Iowa. 2 Vols. Indianapolis, Indiana: B.F.Bowen and Company, Inc., 1914.  
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### OSCEOLA COUNTY

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### PAGE COUNTY

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Miller, E., History of Page County, Iowa, from the Earliest Settlement in 1843 to the First Centennial of American Independence, July 4, 1876. Clarinda, Iowa: Published by the author. 1876.



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McCarty, Dwight, G., History of Palo Alto County Iowa. Cedar Rapids, Iowa: Torch Press. 1910. (Author)  
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#### POLK COUNTY

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## APPLICATION FOR GOVERNMENT HEADSTONE

### APPENDIX IV



## APPENDIX IV

APPLICATION FOR HEADSTONE While the preparation of the above application is not a part of the Graves Registration Survey, a very definite relationship exists.

One of the chief aims of this Survey is to locate the unmarked graves of deceased veterans. And, it is by means of this application (O.Q.M.G. Form No. 623) that suitable headstones to mark the graves thus discovered can be obtained without cost from the Federal Government. All that is required is that proper arrangements be made for erecting the headstone. The only costs involved are those of erection at the grave which are usually borne by some local patriotic group.

As rapidly as unmarked veterans' graves are identified, the names should be turned over to the sponsor-supervisor or some other interested person who can make arrangements for ordering the proper headstones.

Preparation of the APPLICATION FOR HEADSTONE is very simple, since the Form itself describes the procedure. The application, which is made in Duplicate, can be mailed direct to Washington, D. C. or to this office.

### CHECK CAREFULLY WHETHER UPRIGHT OR FLAT MARKER IS DESIRED

Care should be taken to spell correctly the name of the soldier or other person for whom the headstone is desired. If he served under an assumed name, both the true name and alias must be given.

The last name should be written first and the first or given name should be given in full if known, as "JONES, CHARLES T.", instead of "C. T. JONES."

When the soldier served with State troops, the State and the arms of service (whether infantry, cavalry, or artillery) should be given; and in the case of a sailor or mariner, the name of one or more vessels on which he served and the approximate dates of his enlistment is desired. The approximate dates of enlistment and discharge should also be given where the soldier served in the Regular Army and, where available, serial numbers and pension certificate numbers should be noted.

Government headstones are shipped in approximately sixty (60) days from the date of the receipt of the application in the office of The Quartermaster General. No further correspondence is necessary after mailing your application. However, if you do not hear after the expiration of this time you may write to The Quartermaster General, Munitions Building, Washington, D. C., requesting information as to the status of the application submitted by you.

The Quartermaster General should be advised immediately if you change your address or if there should be any change in the shipping instructions after you have submitted the application for the headstone.

APPLICANTS FOR HEADSTONES SHOULD ASCERTAIN BEFORE ORDERING WHETHER OR NOT THE CEMETERY IN WHICH THE VETERAN IS BURIED WILL PERMIT THE ERECTION OF A GOVERNMENT HEADSTONE.



CHECK TYPE HEADSTONE DESIRED  
APPLICATION FOR HEADSTONE  
PLEASE FILL OUT AND RETURN IN DUPLICATE

☐ UPRIGHT MARKER  
☐ FLAT MARKER

ORIGINAL

## INFORMATION

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The law does not provide for a money allowance in lieu of furnishing headstones, nor does it provide for any expenditure of funds for fences or for any other purpose. A headstone will be furnished by the Government, free of cost, for the unmarked grave of any individual whose last service in the military or naval forces of the United States or of the Confederate States Army was honorable. It will be shipped, freight prepaid, to you direct, where "Delivery Service" by the railroad is in effect; otherwise to the nearest railroad station or steamboat landing to the cemetery. All expenses incident to hauling the stone from the station and its erection at the grave must be paid from private funds. Where "Delivery Service" by the railroad is not in effect, and arrangements cannot be made to remove the stone from the railroad station at private expense, application for headstone should not be submitted.

Any person may make an application for a headstone. Officers or committees of patriotic or welfare organizations, and other persons having charge of securing headstones for soldiers buried in their vicinity, should ascertain before ordering whether the relatives or friends of the veteran desire the Government headstone or intend to erect private monuments.

By carefully observing these directions and giving the information called for in each column, delay will be avoided.

Please fill out the application in duplicate on the typewriter, if possible. If a typewriter is not available, the name of the decedent should be printed in CAPITAL letters.

### CHECK CAREFULLY WHETHER UPRIGHT OR FLAT MARKER IS DESIRED

Care should be taken to spell correctly the name of the soldier or other person for whose grave the headstone is desired; if he served under an assumed name, both the true name and alias must be given.

The last name should be written first, and the first or given name should be given in full if known, as "JONES, CHARLES T.", instead of "C. T. JONES."

When the soldier served with State troops, the State and the arm of service (whether infantry, cavalry, or artillery) should be given; and in the case of a sailor or marine, the name of one or more vessels on which he served and the approximate date of his enlistment is desired. The approximate dates of enlistment and discharge should also be given where the soldier served in the Regular Army and, where available, serial numbers and pension certificate numbers should be noted.

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The Quartermaster General should be advised immediately if you change your address or if there should be any change in the shipping instructions after you have submitted the application for the headstone.

APPLICANTS FOR HEADSTONES SHOULD ASCERTAIN BEFORE ORDERING WHETHER OR NOT THE CEMETERY IN WHICH THE VETERAN IS BURIED WILL PERMIT THE ERECTION OF A GOVERNMENT HEADSTONE.



## CHECK TYPE HEADSTONE DESIRED

☐ UPRIGHT MARKER☐ FLAT MARKER

## APPLICATION FOR HEADSTONE

(PLEASE MAKE OUT AND RETURN IN DUPLICATE)

Enlistment dates .....

Discharge dates .....

Pension number .....

ORIGINAL

Name	Rank	Company	U. S. Regiment, State Organization, or Vessel	Date of Death		

Name of Cemetery	Located in or near—		If World War Veteran—		
	City	State	Division	State	Emblem
					Christian Hebrew None

To be shipped to ....., at .....  
(Name of consignee) (Give R. R. station, county, and State)

Whose post-office address is .....

DO NOT WRITE HERE

To A. G. O. ....

Ordered .....

B/L .....

Shipped .....

This application is for the UNMARKED grave of a veteran. It is understood the stone will be furnished and delivered at the railroad station or steamboat landing above indicated, at Government expense, freight prepaid. I hereby agree to accept promptly the headstone at destination, remove it, and properly place same at decedent's grave at my expense. NO FEE SHOULD BE PAID IN CONNECTION WITH THIS APPLICATION.

....., Applicant.

Address ..... Date .....

WAR DEPARTMENT  
O. Q. M. G. Form No. 623Approved Aug. 12, 1913  
Revised May 18, 1931  
Revised Feb. 15, 1937

GPO 3-8654

## CHECK TYPE HEADSTONE DESIRED

☐ UPRIGHT MARKER☐ FLAT MARKER

## APPLICATION FOR HEADSTONE

(PLEASE MAKE OUT AND RETURN IN DUPLICATE)

Enlistment dates .....

Discharge dates .....

Pension number .....

DUPLICATE

Name	Rank	Company	U. S. Regiment, State Organization, or Vessel	Date of Death		

Name of Cemetery	Located in or near—		If World War Veteran—		
	City	State	Division	State	Emblem
					Christian Hebrew None

To be shipped to ....., at .....  
(Name of consignee) (Give R. R. station, county, and State)

Whose post-office address is .....

DO NOT WRITE HERE

To A. G. O. ....

Ordered .....

B/L .....

Shipped .....

This application is for the UNMARKED grave of a veteran. It is understood the stone will be furnished and delivered at the railroad station or steamboat landing above indicated, at Government expense, freight prepaid. I hereby agree to accept promptly the headstone at destination, remove it, and properly place same at decedent's grave at my expense. NO FEE SHOULD BE PAID IN CONNECTION WITH THIS APPLICATION.

....., Applicant.

Address ..... Date .....

WAR DEPARTMENT  
O. Q. M. G. Form No. 623Approved Aug. 12, 1913  
Revised May 18, 1931  
Revised Feb. 15, 1937

GPO 3-8654



ORGANIZATION CHART

APPENDIX V



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