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Historic Furnishings Report

THURMOND PASSENGER DEPOT AND OFFICES

NEW RIVER GORGE
National River/West Virginia

U.S. Department of the Interior/National Park Service

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HISTORIC FURNISHINGS REPORT

THURMOND PASSENGER DEPOT AND OFFICES

New River Gorge National River
Thurmond, West Virginia

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Under contract for
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ADMINISTRATIVE DATA

INTERPRETIVE OBJECTIVES

The Thurmond Depot is located at the entrance to the town of Thurmond and it will be used as the general orientation center for the Thurmond area, as well as an interpretive resource for explaining the role of the railroad in facilitating development in the New River Gorge. The National Park Service has proposed the following:[1]

> This building will be the closest to the shuttle drop-off point and pedestrian access, and will be the first structure visited. An exterior wayside orientation exhibit will sketch the present day layout of the town. The sign will be located where arriving visitors can use it to identify various major features. Historic photos and artist's sketches will be used to show the past appearance of the town, including features no longer extant. A free information folder may be dispensed at this location or at the shuttle stop across the river. These devices will prepare visitors for a self-guided tour of the town. Questions can be asked of roving interpreters or personnel engaged in presenting programs or selling interpretive literature. Program times and titles can be publicized on a bulletin board adjacent to the orientation exhibit.
>
> ...The interior of the depot will be used for a variety of interpretive functions. It will also provide a waiting room for Amtrak passengers and passengers on special excursion trains.

Visitors will be given the opportunity to learn the history of railroading in the New River Gorge; technical aspects of operating a railroad with emphasis on ca.1930 technology; and the life-styles of railroad workers and the role they played in the community. The railroad's connection with the mining industry and surrounding development should be explained and related to the mining remains found in the New River Gorge at nearby sites such as Nuttallburg and Kaymoor.

The refurnishing of selected rooms in the depot to ca.1930 will aid visitors in understanding the many different functions which the depot served, and its relationship to the running of the railroad and the life of the community. The furnishings will also greatly enhance the historical appearance of the building. In some cases, such as the waiting room benches, they will meet both historical and practical goals.

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[1] National Park Service, *Thurmond Development Concept Plan/Interpretive Prospectus*, New River Gorge National River, September 1992, p. 45.

PRIOR PLANNING DOCUMENTS

Planning documents affecting the use and management of the Thurmond Passenger Depot and Offices are:

IDLCS unassigned. Entered on the National Register on December 31, 1984. Thurmond Passenger Depot is a contributing structure to the Thurmond Historic District.

Thurmond Passenger Depot and Offices Historic Structure Report-Historical Data Section and Architectural Data Section, August 1991.

Development Concept Plan/Interpretive Prospectus Thurmond Passenger Depot, September 1992.

HISTORICAL DATA

STRUCTURAL HISTORY

The *Thurmond Passenger Depot and Offices Historic Structure Report* [hereafter cited as *Historic Structures Report*] covers the evolution of the depot's interior and exterior spaces in a very detailed manner, so only a summary will be provided here. However, during research for this report four additional floor plans for the depot were discovered: a plan showing both the first and second floors, 1926 (revised in 1931); a detail of the men's and women's downstairs bathrooms, 1940; a plan of the first floor, ca.1944; and a partial plan of the first floor, 1947. These floor plans support this report's conclusion that the internal layout of the Thurmond Depot (aside from two modern partitions in the waiting rooms built very recently) has existed as it appears now since ca.1930. These newly discovered floor plans are included in Appendix C.

Altogether, nine floor plans exist which encompass the period from 1904 to 1947. All were produced as the result of either proposed or completed alterations to the depot's interior. Because of fewer alterations to the second floor the majority of the plans deal with the first floor only. Although at times inconclusive, these plans are invaluable in tracing the evolution of the depot's interior partitions. The following summary of the structural history is largely derived from these floor plans contained in the *Historic Structures Report*.

The present Thurmond Depot was constructed during 1904 and 1905 on the site of an earlier depot which was destroyed by fire in 1903. The depot which burned in 1903 was constructed ca.1897. This earlier depot was probably a standard single-story depot and freight house with an octagonal telegraph cabin centered on top, like a number of others along the Chesapeake and Ohio [hereafter cited as C&O] in the New River Gorge. The only published photograph of the old depot (ca.1900) shows an octagonal signal tower located a third of the distance down the structure's length instead of being centered, which was the standard procedure. This could mean that a section was added after original construction due to increasing demand for a larger facility. There was also a sizable building between the depot and the river which housed railroad offices and possibly handled freight. This building was also destroyed in the fire of 1903 and rebuilt at the same time as the depot.

Prior to beginning of construction on the new depot, it was rumored that the C&O was to build a very large (two or three floor) brick building, but this was not to be the case.[2] True, the need for more offices and expanded passenger services meant the building had to be larger than a normal local passenger station, but the railroad was

[2] *Fayette Journal*, December 10, 1903.

to stay with a wood frame design. However, where the earlier depot was similar to other depots along the C&O line, the new structure was a non-standard design which reflected the unique requirements demanded by the situation at Thurmond. Especially, a lack of space at the site (which is squeezed between the river, the mainline, and the Loup Creek Branch of the railroad) was to dictate the depot's trademark long and narrow design. In fact space was at such a premium that the freight house was placed behind the depot, sitting precariously on pilings some 30 feet above the river. The depot's location here between the rails of the mainline and the Loup Creek Branch did have one slight advantage: passengers and employees leaving the depot could access trains on both lines from the depot with a minimum of track crossing.

The depot was built along a generally east-west axis, parallel to the mainline of the C&O.[3] The new depot was a two-story, wood-frame structure with board and batten siding. Although a proposed floor plan exists from 1904, it is questionable whether it was followed exactly.[4] Overall dimensions were originally 15 feet by 136 feet, with two floors. The first floor housed the passenger services, the second floor held railroad offices. The building was heated entirely by potbelly stoves vented through four double-flue brick chimneys.[5]

Unlike many of the depots along the C&O at this time, Thurmond's was probably wired for electricity from the beginning. It was wired with exposed conduits, possibly the same ones which are still in place. Lighting was most likely provided by individual hanging bulbs with white globes. This style was common in C&O stations for many years, and there is evidence in parts of the depot that these were in place at one time. Currently there is a mixture of these hanging lights, ceiling mounted lights with metal shades, and modern fluorescent tube lights. Also, it is likely that most of the offices had desk lamps which plugged into wall receptacles.

West to east the following rooms were represented on the 1904 proposed floor plan. On the first floor: baggage room, interlocking apparatus room with interior stairwell, colored waiting room and water closet, white men's waiting room and water closet, ticket agent's office (with ticket window openings to the white men's and white women's waiting rooms), white women's waiting room and toilet. On the second floor: freight office, signal tower with interior stairwell, supplies area (two rooms),

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[3] The building lies some degrees off a true east-west axis, but for the sake of simplicity the track side will be referred to as north, the river side as south, etc. All numbering for rooms, windows, and doors is taken from National Park Service rehabilitation plans for the depot.

[4] C&O drawing No. 2613, "Passenger Station and Offices for Thurmond, WV," 1904. See NPS, *Historic Structures Report, Thurmond Passenger Depot and Offices, Historical Data Section and Architectural Data Section* [hereafter cited as *HSR*], by Billy Joe Peyton, Michael Caplinger, et al., August 1991, figure 35. Photograph from the C&O Historical Society.

[5] The stoves were most likely coal burning.

conductors' room, dispatcher's office, trainmaster's office (two rooms), and water closet.[6]

However, evidence supports the notion that the first floor was built, west to east, as follows: baggage room, interior stairwell, express room, two toilets (one with a door to the express room and the other to the men's waiting room), men's waiting room, ticket office, women's waiting room, and women's toilet.[7]

Not surprisingly, the 15-foot width of the Thurmond Depot may have been short of the bare minimum for a comfortable and efficient station. Where site conditions were not so restrictive even the small depots were usually at least 20 feet wide. The Thurmond Depot's minimal width in combination with its two stories and 135 foot length created a somewhat odd, ungainly looking structure which the press once likened to "...the Ark that Noah floated to safety in."[8] Thurmond was by no means a small station in terms of passenger and freight volume, and had the space existed, it would have warranted a station of considerably larger dimensions. Though the width of the depot was partially compensated for by its extreme length and a second floor, it is likely that from early on the depot was just too small for Thurmond's needs. Dissatisfaction with the depot led to numerous calls over the years for a larger, cleaner, and more appropriate station for the town. By 1915, citizen complaints caused the railroad to undertake an expansion of the depot in an attempt to handle the greatly increased passenger, baggage, and express traffic.[9]

The subsequent improvements entailed a 15-foot extension to the east end of the depot and also substantial alterations of the interior of the first floor. In combination with the 15-foot extension, both the waiting rooms were enlarged and the ticket office was narrowed. The result was a considerable increase in the space available to travellers awaiting trains. The second floor is not shown in either drawing, but most likely the 15-foot addition meant no major re-partitioning on the second floor other than the addition of two small offices in the new space. One of these offices became an office for the McKell Coal & Coke Company, the other was soon converted to a rest room. A fifth single-flue chimney was eventually added to the new section for the coal- burning stoves.

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[6] Whether the second floor was built to plan is difficult to determine, as it does not appear again on a floor plan until 1930. By that time, at least, the floor plan differed significantly from the original "proposed depot" drawing. See NPS, *HSR, Thurmond Passenger Depot and Offices*, p. 108.

[7] C&O drawing No. BL-2999-1, "Plan Showing Proposed Improvements for Passenger Station at Thurmond," 1915, and No. BL-2999-2, "Plan of Thurmond Passenger Station and Changes Proposed," 1915. Neither plan depicts the second floor. See NPS, *HSR, Thurmond Passenger Depot and Offices*, figures 36, 37, and 38.

[8] *Fayette Tribune*, February 15, 1917.

[9] *Fayette Journal*, September 10, 1917.

If the railroad thought that the enlargements were enough to quiet complaints about the depot, they were wrong. In 1917, just two years after the depot was extended by 15 feet, the *Fayette Tribune* referred to it as "a relic," which was "...as well as a most dangerous place, one of the most unsanitary on the [C&O] line."[10] Its location near so many tracks meant that "Any person or even a child coming out of the doors of the said station are liable at any time to be run down by a switch engine, as they are running back and forth...at all times."[11] Just two months later it was rumored that C&O officials were preparing to have a larger depot built on the site of the existing structure.[12] However, this proved to be false.

The depot kept its 1915 "post-addition" layout until the period between 1926 and 1930.[13] Major alterations during this period brought the depot very close to its present appearance. First, the interior stairwell to the second floor was removed, with the remaining space becoming the new express room on the first floor, and a small supply closet on the second floor. The rest rooms just to the east of the old express room were completely removed and the men's rest room relocated to the east end of the depot, beside the women's rest room. The section where both the old express room and rest rooms had been was re-partitioned into three new rooms: a small express office (later lunch room), a small kitchen, and the union news room. Only a small column enclosing the unused chimney marked the divide between the Union News room and the men's waiting room, creating in essence a single large room. The ticket office, which had been a full room separating the two waiting areas, was remodeled and downsized to create an open passage between the men's and women's areas. It was at this time that the north wall of the ticket office took on its present oval shape. What had been the women's rest room occupying the east end of the women's waiting room was converted into two smaller rest rooms, one for men and one for women.

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[10] *Fayette Tribune*, February 15, 1917.

[11] Ibid.

[12] Ibid., March 15, 1917.

[13] C&O drawing No. 292, "Plan of Passenger Station at Thurmond," 1926 (revised in 1931); see Appendix C. This floor plan was discovered at Hinton in a file documenting 1941 toilet alterations to the Thurmond Depot, and had it remained unrevised it would have filled the gap in floor plans between 1915 and 1930 nicely. Still, the drawing gives hints to its pre-revision version, as not all the lines could be erased completely. However, parts of what appear to be the original drawing raise as many questions as they answer, and there is the possibility that this was a "working drawing" which was altered a number of times before the final version was decided upon. Regardless, at least one conclusion can be reached: the 1915 floor plan was probably in place until between 1926-1930. Perhaps equally valuable is that one of the copies found in the file at Hinton was field checked (probably in 1940, just prior to the toilet improvements) with updated measurements and partitioning penciled lightly onto the copy. The result is one drawing holding information on essentially three versions of the Depot: 1926, 1931, 1940. The remnants from the original drawing and the more recent penciled in corrections are so light that they are not visible on the reproduction in Appendix C. The floor plans and other contents of this file are now in possession of the Hinton Railroad Museum, located in the Chamber of Commerce building, Hinton, Virginia, telephone number 304/466-5332.

By 1926, the second floor was somewhat different from the 1904 proposed plan, meaning either that it was not built exactly to plan or that it was re-partitioned sometime after construction. In 1926, the second floor rooms, west to east, were: yardmaster's office, conductor's room, dispatchers' (telegraph) office and interior stairwell entry (the entry was removed soon after), file room, supervisor's office, file room, an untitled office (probably the car distributor's office) and toilet, trainmaster's office (actually chief clerk to the trainmaster), an untitled office (actually trainmaster's office), [McKell Coal & Coke] office, and the gents' toilet. The removal of the interior stairwell allowed room for one, and later two, supply rooms to be partitioned off in the telegraph office. Stairs were added to both ends of the balcony to allow access to the second floor.

Just prior to 1930 the potbelly stoves were replaced by a steam heating system.[14] Steam was piped to the depot from a boiler in the engine house, heating the structure through radiators located in each room. The steam pipes are still in place throughout the structure, and the radiators remain in many rooms. The radiators should be replaced in rooms from which they were removed. The chimney openings were covered with tin, and between 1935 and 1945 the chimney tops were removed from above the roof line.

In 1931, the men's waiting room was again partitioned off totally from the Union News room. Around this time or soon after the partitions creating the small lunch room and equally small kitchen were removed, effectively doubling the size of the Union News room. It was then known as the Union News and lunch room. Also by 1931, the men's rest room was relocated one last time from the east end of the depot (beside the women's rest room) to the southeast corner of the men's waiting room. These were the last major changes to the floor plan.

By 1940, the depot was showing its age, and was no doubt far past its prime. Evidently there was "...quite a bit of complaint about the appearance of the station,"[15] which helped lead to improvements in the toilet facilities in 1941. The requisition for improvements makes one shudder at the thought of a trip to the rest room:

> Toilets in this old depot are insanitary [sic], and the wooden floors and walls are so unsightly it is impossible to provide better appearances by cleaning and painting due to their age. It is proposed to install new sanitary toilet fixtures, and tile floor and wainscoting to overcome this condition, and provide clean facilities for our patrons.[16]

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[14] C&O drawing No. 9444, "As Built Steam Heat in Passenger Station and Freight House Office," 1930. See NPS, *HSR, Thurmond Passenger Depot and Offices*, p. 39.

[15] Internal C&O document, ca.1940, from "Proposed Installation - New Toilets - Passenger Depot - Thurmond" file, at Hinton Railroad Museum.

[16] Ibid.

Consequently the downstairs toilets were remodeled and tiled, giving them their current appearance. The upstairs toilets were left untiled since they probably received less use and, above all, were out of the public eye. Later, the coal company office and the men's toilet located at the east end of the depot were switched, with the new office being used for storage instead of work space.

One last plan was put forward in 1948, which was seriously considered, for building a new passenger depot at Thurmond.[17] The plan was abandoned, however, as it became apparent that the future of passenger traffic was bleak.

After this the depot received only superficial facelifts, the dates of which are unclear. Although minor in a structural sense, they did alter the appearance of the depot's interior. Over the years, many of the tongue and groove walls (and in some cases ceilings) were covered with plywood and paper board. There is also visible evidence that wash basins were installed and later removed in many of the offices. A stand-up shower stall was even placed in the east office (which was then storage space) on the second floor, probably sometime after the mid-1960s. Lighting was changed from hanging bulbs to ceiling-mounted lights with metal shades and, lastly, to fluorescent tube lights.

As the Thurmond Depot became less important as a passenger station and railroad offices, operations in the depot were gradually downsized. The Union News and lunch room was closed, as was the express agency. The freight house was closed and subsequently demolished. The office force on the second floor was reduced and the remainder eventually moved downstairs into the old lunch room about 1968. A new door opening was cut through the partition between the men's waiting room and the old lunch room, while the door in the south wall of the men's waiting room was boarded over. At about this time a modern oil-burning furnace was installed in the old express office and ductwork was placed, exposed, along the ceilings in the first floor rooms. The old steam heating system was retired, but left in place.

Relatively recently (ca.1970s) a partition was erected in the northeast corner of the women's waiting room to create a small office which a railroad employee used until 1991. Also, a single partition was placed in each of the men's and women's waiting rooms during the 1980s. During the last years the railroad was using the women's waiting room as storage space. In 1988, the Thurmond Depot almost ended its existence in a much less productive manner than now proposed. A small electrical fire in the ticket office caused some damage, but it was mostly confined to the immediate area.

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[17] Internal C&O Documents, 1949, from "Proposed Passenger Station and Offices at Thurmond" file, at Hinton Railroad Museum.

ANALYSIS OF HISTORICAL OCCUPANCY/FIRST FLOOR

The first floor of the depot was largely the public's space, and only the interior of the ticket office was totally off limits. Travellers wandered in and out of the baggage room, the express office, the Union News and lunch room, and the waiting rooms, taking care of the business of travel while waiting for the train.

Consequently, it was employees on the first floor who had the most contact with the travelling public. Employees on the first floor were: the baggage porter, the baggage clerk, the express agent, the proprietor of the lunch room, the ticket clerk, and the janitor.[18]

Baggage Room

Usually the baggage room was occupied by a porter and a baggage clerk. The responsibilities of the baggage clerk, assisted by the porter, entailed the unloading of baggage and mail from the rail cars onto baggage carts, and checking them in at the clerk's station in the baggage room. Mail was sorted by mail run and piled accordingly in the east half of the baggage room to await the mail trains which ran up the various nearby branch lines. The baggage clerk would take out any U.S. mail or company mail destined for the depot, and place any officers' mail in the proper pigeonholes on the west wall in the baggage clerk's work station.[19] Interestingly, in 1942 the shortest train mail route in the United States was said to be the Thurmond to Price Hill line, a distance of 11 1/2 miles.[20]

The baggage room employees also checked in passengers' baggage and loaded it onto the correct train. Passengers would enter the baggage room and have their baggage checked and weighed to see if it was heavy enough to be deemed "extra" baggage. The checks were small cards which were attached to the baggage, with an identical one going with the passenger so the luggage could later be retrieved.[21]

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[18] Mr. Frazier began work about 1929 and held many positions including janitor, call boy, freight house worker, and finally baggage clerk. Evidently the janitor did not have a permanent space in the depot, instead keeping mops, brooms, etc. in the freight house. Mr. Frazier indicated that the janitor made daily rounds during which he emptied the wastebaskets and spittoons, filled the water fountain with ice from the ice house, refilled the employees' water dispenser on the second floor, and other odd jobs. His work as a janitor during the early 1930s made him intimately aware of each office's furnishings, and thus helps immensely in the identification of the depot's historic furnishings. He is perhaps the best person to have available for such an undertaking.

[19] For example, the station agent, trainmaster, yard master, etc.

[20] Robert Henry, *This Fascinating Railroad Business*, (New York: The Bobbs-Merrill Co., 1942), p. 329.

[21] The C&O and other railroads also used brass checks, stamped with an identification number, in a similar manner. It is possible that these were used at Thurmond as well.

The baggage room dealt in luggage, mail, and certain small perishables: the large freight house which stood behind the depot transferred heavy or bulky items. In the baggage room one could find every imaginable type of parcel, bag, satchel, suitcase, and steamer trunk waiting to be claimed or loaded, an to a lesser extent, small barrels, milk cans, and wooden crates. Human remains destined for the train were also left with the baggage room employees, who loaded coffins onto baggage cars for transport. "Corpses were charged as extra luggage," remembered Stewart Frazier.[22]

Generally baggage was checked and then piled in the west half of the room, mail bags in the east half. On some days it would over flow one way or the other, or be left to wait on one of the numerous baggage carts outside the baggage room doors. Perishable food items were placed on a rack hanging from the ceiling, "To keep the rats away from 'em...."[23] Trucks were loaded and unloaded from the baggage door in the south wall, while baggage cars were loaded and unloaded from the track side platform. The baggage room was open around the clock, and the doors were never locked because there was always someone at work.[24]

Some names of baggage clerks working at the Thurmond Depot:[25]

Ralph Young	Aug., 1937
R.T. Beasley	Dec., 1938
Stewart Frazier	1945-1955

Express Room

The express business handled the shipping of small packages on passenger trains, with complete pick-up and delivery services at both ends of the line. Originally a private industry with a number of competitors, all of the various express companies were combined by the United States government during World War I into a single company, the American Railway Express Company.[26] In 1929, a consortium of 69 railroads purchased American Railway Express, changing its title to the Railway Express Agency. It was then operated as an autonomous--though railroad-owned--shipping operation, with the combined railroads each providing the required express

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[22] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

[23] Ibid.

[24] Ibid.

[25] The majority of the names to be provided as having worked at Thurmond were gleaned from *Tracks*, the C&O employees magazine, 1920-1941. Dates do not represent the total period of time worked by that employee.

[26] The Southeastern Express Agency operated independently for a few years, but was soon swallowed by the monopoly.

cars and depot space.[27] Consequently, at Thurmond the express company was American Railway Express until 1929, and the Railway Express Agency from then until the express service ended at Thurmond (probably in the early 1960s).

Mr. Frazier explained the express operation thus: "This is where they handled whatever that was permissible to be shipped by express. Packages or boxes...perishable things...only the express agent worked out of this office." Since the express agent was an autonomous employee he "cleaned his own office."[28] No express was handled at night: the office was open only during the day.[29]

Union News and Lunch Room

Beginning in the early 1920s the depot usually had a small lunch counter on the first floor, although its location changed numerous times. It is unclear if this was always a Union News franchise or if it was privately rented from the railroad at times. Mr. Frazier thought that Union News "had a contract with all the railroads to use their premises in all the stations."[30] They supplied magazines, newspapers, and other reading material to depots. To avoid shoplifting, at Thurmond the reading merchandise was sold by the lunch room attendant from behind the counter, "Well, everything saleable was behind the counter....With the reputation of Thurmond, they would have wiped them out."[31] At this small operation one could also get eggs, bacon, sandwiches, soup, coffee, and soft drinks, as well as candy, and possibly snuff, cigarettes, and gum.

> It was a one man operation, and maybe he would hire someone to help him. Charlie Wells' father operated it for a long time. Porter Irving was the brother to Harry Irving...They also operated it. Now for my lunch I mopped this place. That was a little side thing.[32]

People would wait their turn to sit on stools at the counter and eat. There were no tables. Mr. Frazier remembered hamburgers for fifteen cents.

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[27] Henry, *This Fascinating Railroad Business*, p. 326.

[28] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

[29] Ibid. Express agents were not listed in the C&O employees magazine, since technically they did not work for the C&O.

[30] Stewart Frazier, interviewer unknown, August 7, 1990.

[31] Ibid.

[32] Ibid.

> I tell you it was good enough for when the officials came to Thurmond, that's where they ate. It was right amusing to watch them because, the highest officer set the tone for the meal and if he didn't have anything but a cup of coffee, everybody else had coffee. The railroad officials had expense accounts.[33]

A document found in the Hinton Depot mentions that the railroad had taken over the franchise around 1947. It was probably closed soon after that.

Waiting Rooms

The waiting rooms were the public center of the depot, and one can imagine all the faces and fortunes that walked through this place; all the tearful goodbyes and happy homecomings; the drama in the dozens of tragedies played out before the leaving of every troop train; the sheer boredom experienced waiting hours for the passenger local; it all happened here. Generally speaking, the crowds passing through the depots in the New River Gorge were miners and their families travelling locally, but they also included every other type of passenger that humanity had to offer. Though they might follow very different paths to catch a ride on the train, both the hobo and the highbrow knew the feel of a waiting room bench.

It was commonplace for depots to have separate waiting rooms for either sex, on the premise that this protected women from uncouth or rude male travellers. At Thurmond the waiting rooms straddled the ticket office; men on the west side, women on the east side. However, there was free passage between both waiting rooms and members of both sexes moved between the two without restriction. Although it happened that the men generally congregated in the "men's" waiting room, the women in the "women's" waiting room, this was the consequence of an informal smoking/non-smoking separation, with the men doing most of the smoking. Spittoons were always nearby also for those who chewed tobacco, as many did.[34]

The sources conflict on the question of racially segregated waiting rooms at Thurmond. Originally the depot may have had a separate room for African-Americans of both sexes, but if so it was removed by 1915 when a floor plan shows only separate rooms for men and women.[35] Mr. Frazier, who is African-American, contends there was no waiting room division on the basis of color. He feels that the rooms were never really segregated and that the formal labeling of "black" and "white" waiting rooms at Thurmond did not exist past the early twenties. Others say

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[33] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

[34] Ibid.

[35] The 1904 proposed floor plan (C&O drawing No. 2613) showed separate waiting rooms and water closets for whites and "colored". The other C&O drawing, 'Proposed 15' Addition to the Thurmond Depot, Before Changes", 1915, showed only men's and women's waiting rooms and water closets.

that the rooms were racially segregated, with African-Americans restricted to what is now called the men's waiting room.[36] If not segregated, it may have been that the premium on space in the depot overcame even racial bias.

Ticket Office

The ticket office, of course, sold the service of train transportation to the travelling public. Whether going to Detroit or just up the Loup Creek Branch, the ticket office was where to start. Passengers inquired at the ticket window about ticket prices, train scheduling, timetables for the C&O and connecting railroads, and of course, to purchase tickets. Customers also called the ticket office to make inquiries or reserve tickets over the phone.[37]

The job of ticket clerk required familiarity with the entire C&O and connecting lines, as well as intimate knowledge of train schedules and ticket options. It was no doubt a trying job prior to train time as frantic people lined up at the ticket window unsure of what train to take or what class ticket they should purchase. Meanwhile the clerk stamped tickets, made change, passed out timetables, and answered the phone. The clerk also kept an eye on the waiting room, and announced train arrivals and departures.

> He wouldn't have had time for a sittin' party here....He was on his feet all the time he was in this place....Of course there was tickets and stuff that he would need, and talking with the customers, and to the side there was stamps and so on...often times they'd have to look up routing records...tariffs, and all that.[38]

At the end of the shift the clerk filled out a number of reports on the day's ticket sales and cash totals for the station agent, who kept close watch for discrepancies in the totals.[39] A C&O stationery catalogue listed the following entries which were evidently for use by ticket clerks: Ticket Office Cash Book, Report of Transportation Requests Exchanged for Local Tickets, Ticket Seller's Daily Recapitulation, Daily Record of Ticket Seller Settlement, Record of Tickets Invoiced-Reported and Recalled, Childs Certificate, and Money Package Envelopes.[40]

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[36] NPS, *HSR, Thurmond Passenger Depot and Offices*, p. 64.

[37] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

[38] Ibid.

[39] Ibid.

[40] C&O Railway Company, "List of Stationery Supplies and Printed Forms Stocked by Stationery Storekeeper", ca.1940, pp. 12-13; Appendix B.

Mr. Frazier remembered one particular clerk who sought to outwit the system:

> Each ticket clerk had to check out and when the trains were gone and it was near the close of his shift, he had to check his tickets so he wouldn't come up short....I heard about one ticket clerk who would sell tickets sometime from the back of the stack [and keep the money] and then whoever got down to that point would find himself short. Course that's nothing unusual, cause people still do that kind of thing. A card player deals from the bottom of the deck.[41]

During the years when passenger travel remained high, the ticket office was staffed around the clock by three shifts. However, when passenger services slowed the office was occupied only at train time. Women were commonly employed as ticket clerks, at Thurmond and elsewhere along the line. Ticket clerks were under the supervision of the station agent.[42]

The ticket office at Thurmond held a substantial safe, which was no doubt an object of desire to many criminal minds. The valuables it held (primarily money, extra tickets, passes, and important ticket office records and blank forms) were tempting, but there is no evidence that the safe was ever cracked. The office was broken into at least twice. On February 21, 1921, the ticket office was robbed, the second major robbery reported in Thurmond in three weeks.[43] Evidently a person pried open the window to the ticket office to gain entry, and made off with an unknown amount of loot. A suspect identified only as Mr. Buckland was arrested soon after, though his fate is unknown. Ironically he was a C&O clerk at Glen Jean. The office was robbed again in late June of 1931, although this time the ticket office door was pried open, and forty dollars in cash (probably from the cash box) was stolen.[44]

Some employees of the ticket office over the years:

C.G. Pauley	August 1924
L. Good	August 1926
H.W. Wynn	October 1937
H.P. Thompson	March 1938-June 1939

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[41] Stewart Frazier, interviewer unknown, August 7, 1990.

[42] Ibid.

[43] *Fayette Tribune*, February 24, 1921.

[44] Ibid., July 1, 1931.

HISTORICAL OCCUPANCY/SECOND FLOOR

The second floor was home to the administrative wing of the railroad at Thurmond, and from this floor emanated the day to day orders that allowed the railroad to operate. It was also home to the coal freight business that helped give the name of Thurmond such a magical stature in C&O railroad lore. Thurmond was the New River Gorge subdivision headquarters, making the depot much more than a simple passenger station and freight office; it was the center of the railroad's presence on that part of the line.

Until the late 1950s, someone could be found working in one of these offices at almost all times. In fact, from the time it was completed in 1905 to the eventual decline of the depot's importance in the 1960s, it is likely that the depot's second floor was rarely, if ever, totally empty. At all hours a steady stream of conductors, yard crews, engineers, and countless others came and went, touching base with the depot employees, checking their call status, and taking care of miscellaneous paperwork. In the mean time the yard master, telegrapher, car distributor, track supervisor, train master, and the requisite squad of clerks were doing an immense job of information processing and decision making. This aspect of the work went on around the clock, largely out of the public's sight.

The time needed to process the incredible amount of paperwork was actually a frequent cause of delays on the railroad. The running of a railroad of any sizable scale in the days before centralized traffic control, teletypes, automatic switching, and radios, required that a voluminous amount of information must be in use by a large number of people, and a much larger amount must be stored somewhere for possible future use.

Because of this, an extensive paper trail was kept on nearly every facet of the business, with forms routinely filled out in triplicate or more. Consider just some of the data which poured into the depot and how the workers on the second floor worked to synthesize all of the raw data coming in and bring it under control with some kind of system. Every freight or passenger car that entered the East Yard was accounted for and its status, either empty or loaded, noted. Add to this the workers' applications and employment records, grievance records, accident reports, car inventories, track reports, expense reports, revenue records, engine reports, shortage reports, records of ticket sales, reports of over, short, and damaged freight, requisitions, inquiry proceedings, trackage reports, freight bills, freight tonnage reports, station reports, etc., etc., etc.[45] This is just a sampling of the types of paperwork that circulated through the office at any one time, or might need quick retrieval by the office staff.

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[45] C&O Railway Co., "List of Stationery Supplies and Printed Forms Stocked by Stationery Storekeeper", ca.1940.

Over the years the staff working in the second floor offices was numerous and faces changed often, although some stayed on at the depot for decades. "We had countless yard masters, conductors, engineers, brakemen, operators, clerks, section crews, and signal maintainers."[46] Eventually activity slowed to a crawl and the upstairs operations were moved downstairs into what had been the Union News room.

> They had the train master's office, had a staff up there, and a ticket agent downstairs and a baggage agent, express agent--and there's nothing, there's a telegraph operator now, that's about all. Upstairs, all those offices up there are vacant now; they've moved everything downstairs in one office.[47]

Yard Master's Office

Yard master was not one of the higher level "management" positions, but it held a great deal of influence around the depot. The yard master was in direct control of the employees in the yard and, with the responsibility for assembling, shifting, and sending off trains, he was in de facto control of many other employees. He was the hands-on manager of rail operations in Thurmond.

Prior to 1909, coal trains from the New River field were assembled at Hinton, but after 1909 this was carried out largely in the Thurmond East Yard. This yard is located about a half mile east up the tracks from the Thurmond Depot, and its use as an assembly point for the whole of the New River field's rail shipments helped give Thurmond its extraordinarily high freight revenues. It also gave the yard master at Thurmond an extra difficult, and important, job.

The yard master controlled train movements both on the tracks around downtown Thurmond and in the East Yard. In the East Yard the actual switching was carried out by the yard crews, which stayed in contact with the aid of a telegraph in an office shanty (known as *CS cabin*) located at the yard entrance. Train crews waiting nearby were signalled by the yard master himself (at night he used his desk lamp) through the windows facing the track.

> When he had train movements in the yard, often he would use that window or use this window to signal the crews he had moving in the yard....Maybe he have a crew there waiting for permission to move, when it was right and he was ready for the move he'd go to that window and give them the highball. In the daytime he'd use his handkerchief, nighttime he'd use that lamp.[48]

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[46] *DunLoop Days*, published in commemoration of Glen Jean's Centennial by the Glen Jean Historical Society, located at Box 345, Glen Jean, WV, telephone number 304/469-4513. See the chapter by Nelsie Ferri, p. 45.

[47] Wallace Bennett, interview by Paul Nyden, October 1, 1980.

[48] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

Switching cars and assembling trains went on around the clock, and there was at least one yard crew on duty at all times. During World War II there were as many as 13 yard crews working out of Thurmond, each made up of two brakemen, or, if they were to go out on the mainline as a "local freight," two brakemen and a yard conductor. A local freight that hauled coal dropped off and/or picked up hopper cars at coal mines along the subdivision, and returned them to the Thurmond yard after making its run. Others similarly hauled boxcars of manufactured goods and supplies, or empties to be filled, for the various businesses and towns along the right-of-way. The crews which went along on the local freight aided in switching and picking up cars, "Wherever the mines were that had to be worked."[49]

The yard master kept track of the regular and *extra list* men who were available or working on a large *crew board* on the south wall in his office, chalking in a worker's name, status, and train number as he worked to coordinate the crews. The yard master then ordered train crews to be called, making sure they were given time to be found. The job of finding the men was left to the call boy (or crew caller) who would run off to round up the crews. Often the men were readily found, waiting in or near the depot where they would *stand out* to see if they were going to be called that day. At other times they were found in a less prepared state. After notification, the crews would make there way to the conductors room to pick up their work orders from the yard master.

The men who worked for the railroad did not spend all their time waiting at home or near the depot to be called (although some probably did). As a result the call boy was often sent out to roust men who were in no condition to work. Although the railroad was strict about alcohol use, the rules weren't always followed:

> The only man that could go into a saloon without gettin' fired was the call boy. He could go in and come out. They didn't pay no attention to that, you know, because that was where he had to go most of the time to find the man, you know, when he was lookin' for him to go out on the run.[50]

The duties of the yard master required that he work closely with the car distributor. Each had to know his respective job well enough to insure that numerous coal mines got their empties and had their loaded cars pulled away. Working from experience, both the yard master and the car distributor usually had a good idea what types of cars would be needed days, or sometimes weeks, ahead. With this understanding of the mines' needs, they worked in the system to bring required cars into the subdivision and Thurmond's East Yard in preparation for requests.

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[49] Ed Straughan, interview by Jim Worsham, April 16, 1984.

[50] Robert Carter, interview by Jim Worsham, November 15, 1983.

This required the yard master to be in daily communication with people along the line from Hinton to Handley and beyond. A shortage of cars would necessitate searches of ever broadening scope, until they could be found and started on their route to Thurmond. The whole process of every yard master and mine getting the proper cars at the proper time involved a complex interplay of give and take.

First, the mines served by the railroad called the car distributor to request that empties be dropped off, and/or loaded cars removed the next day. Then "the car distributor would put out a supply list and then you [the yard master] would have to put it into effect with the crew".[51] The supply list specified the number and types of cars which were needed at each mine or business. From this list the yard master searched his records to find the required empties in the East Yard and compile his own *train list*, which held the identification number and destination of each car.[52] The train list specified the cars which were to make up the finished train.

When completed, the yard master then gave the train list to a yard conductor. This was done personally if the yard conductor was at the depot, or through the telegraph operator if he was near the East Yard Office. It was then the yard conductor's duty to put the list into use, conveying orders to the yard crew to find each car, separate it out, and assemble the train into *station order*. Station order meant that upon arriving at each stop on the run the cars desired at that particular point were ready to drop off, thus cutting down on time lost by unnecessary switching and re-connecting.[53]

The yard master's duties could not have been carried out without the aid of the telegraph operator, who provided the yard master with the almost instant communications ability which the position required. Much of this type of communication was with CS cabin where a telegraph operator controlled a bank of interlocking levers for the switches, and also relayed messages to the yard crews working in that area.

Though the work of switching and assembling the trains was of critical importance, the yard master also had to keep the mainline tracks cleared in order to receive incoming trains, or let them pass through unhindered. This necessitated the almost constant assembly and departure of trains in order to keep the whole operation from becoming congested.[54]

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[51] Ibid.

[52] Ibid.

[53] Sims Wicker, interview by Jim Worsham, October 21, 1983.

[54] Ed Straughan, interview by Jim Worsham, April 16, 1984.

Yard master was a hectic job, to say the least. "Of course they've cut off, my brother was yard master down there for years and, they used to have three yardmasters around the clock, you know, and they used to have three car distributors around the clock," remembered one ex-yard master.[55] Explaining the duties of yard master at Hinton, another ex-yardmaster makes it sound deceptively easy, "Oh, well, that's just operating and running the yard."[56] The words of one former yard master at Thurmond, however, point toward the difficulty of the position:

> Question: "When you are thinking back when you were yard master there at Thurmond, what sticks in your mind about some of the things that may have happened, the best things? What do you remember that you enjoyed the best when you were yard master at Thurmond?"
>
> Answer: "Quitting time."[57]

Yard masters often worked their way up from brakeman or conductor. For instance, Ed Straughan began working for the railroad in 1915 at the age of 21. He worked as a brakeman and conductor until the 1930s, when he also began filling in occasionally as yard master and learning the job. He was then promoted to yard master in 1943, a job which he held until the 1960s.[58]

For several years during his stint as yard master Mr. Straughan worked from 11:00 p.m. to 7:00 a.m., preferring that shift because "...there were no damn officers in my way." He sometimes worked the second shift from 3:00 p.m. to 11:00 a.m.[59] He, like many railroaders, stayed for a while at the Lafayette Hotel in Thurmond, and remembered another longtime yard master, Bartley Farry, had also stayed there for many years.[60]

The relatively good pay and job security enjoyed by yard masters no doubt made the responsibility of the position easier to shoulder. Remembering his job as yard master at Hinton, Harold Callaham recalled making decent money during the Depression, and that he "had a job and worked all the time." Mr. Straughan started in 1943 at $261.00 per month. He worked eight hours per day with two days off per month.

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[55] Wallace Bennett, interview by Paul Nyden, October 1, 1980.

[56] Harold Callaham, interview by Jim Worsham, November 2, 1983.

[57] Ed Straughan, interview by Jim Worsham, April 16, 1984. Mr. Straughan was 88 years old at this time.

[58] Ibid.

[59] Ibid.

[60] Ibid. Bartley Farry was yard master at Thurmond from ca.1910 to possibly as late as 1940.

Sims Wicker recalled yard masters' making $200 per month. When he retired, probably in the mid-1960s, he was a yard master making $800 per month.[61]

On the other hand the call boy worked for considerably less, and was probably the lowest paid of the depot employees. A call boy worked twelve hours a day, seven days a week, "At 7:00 a.m. for the daylight shift and at 7:00 p.m. for the night shift, and for that service you got $32.50 a month."[62] This was low pay, but the position was open to greenhorns and young men who saw it as a starting point for their career on the railroad.

In the course of work the yard master dealt with a large variety of pre-printed forms and reports. The following are entries in the C&O stationery catalogue which probably relate to the yard master's duties: Switching Report, Switch List, Report of Cars Switched to and from Private Sidings, Receipt for Seals Issued, Accident Report, Daily Report of Cars on Hand One Day and Over, Scale Report, Daily Yard Check Book, Report of Underloaded Cars, Record of Cars Received, Daily Yard Report, Report of Delayed Carload Freight, Station Record of Train Movements, Employee's Record, Request for Discharge or Time Check, Vacation Allowance, Time Report of Trainmen in Yard and Transfer Service, Call Boys Receipt Book, and the Daily Mine Report.

Some of the yard masters who worked at Thurmond:

W.T. Wade	May 1928
M.L. Maroney	October 1928-March 1939
B.J. Farry	August 1937-October 1940
H.E. Lewis, extra	May 1938
D.M. Ashley	January 1939
H. Snouffer	July 1940
Ed Straughan	1943-1961

Conductors' Room

The crews (engineers, firemen, conductors, brakemen) would wait to be *called* or included in a train crew which the yard master assembled from a pool of regular and extra men. This was done in conjunction with the dispatcher in Hinton. The conductors came to the conductors' room to receive work orders from the yard master, fill out reports, and receive messages. Often their work orders were passed to them

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[61] Sims Wicker, interview by Jim Worsham, October 21, 1983.

[62] Harold Callaham, interview by Jim Worsham, November 2, 1983.

through the sliding windows which open into the other offices. At other times they would simply enter the other office through the door and pick up their orders.[63]

After a train was assembled in the yard, it was ready to move onto the mainline to make its run. The division dispatcher's train movement orders were first telegraphed from Hinton to the Thurmond Depot telegrapher, who passed the information on to the yard master in the form of two identical copies. If not already available, the yard master assembled the necessary crews and sent out the call boy to find the men. After the conductors arrived, the yard master informed them of the run and provided the conductors with the twin sets of train orders. The conductor, who actually had overall responsibility for the train once it was assembled by the yard crew and prepared for a run, then gave one set to the engineer before the departure time. After the run the conductor returned to the conductors' room and filled out various reports for the records.[64]

The conductor's job held a great deal of responsibility and his control over both passengers and train was all encompassing, as one ex-conductor explained:

> Well, you're in charge of the whole train, by George, everything about it. And if anything goes wrong, why, they want to talk to the conductor. They don't want to talk with anybody else...if anything happened to the train, if you derailed, they want to know where it's at; they want to know how may cars is involved in it; they want to know how many loads and how many empties. Well, they can't nobody else tell that but the conductor...the engineer, he don't even have to keep the durn thing on the track. It stays on the track itself. All he has to do, you know, is to stop and start it and blow the whistle and he thinks he's got an important job.[65]

Some of the conductors working out of Thurmond:

B.J. Farry	October 1924
G. Bennett	December 1929
C.O. Darlington	June 1929
W.L. Scruggs	May 1929
J.A. Tennant	November 1930
George Richards	August 1937-April 1939

[63] Stewart Frazier, interview by Michael Caplinger, June 20, 1992.

[64] See Appendix B, a copy of "C&O Railway Stationery Supplies and Printed Forms Stocked by Stationery Storekeeper".

[65] Robert Carter, interview by Jim Worsham, November 15, 1983. Mr. Carter was 83 years old at this time.

Telegraph Office

It seems that telegraphers are often thought of in romanticized terms, perhaps second only to the engineer in railroad lore. The hardships of the job are glossed over by the fascination with one who could pull down information from the wires with unfailing accuracy and in turn send off messages at a lightning pace, interpreting the cacophony of dots and dashes with apparent ease. During the age of the telegraph, a good telegrapher rarely wanted for work, and women as well as men were readily employed in this position. Usually, the word telegrapher brings up visions of a character personified by a young Thomas Edison; a brash, dashing, and carefree sort whose skill with a telegraph key was the true measure of worth. In reality, though, the hours were demanding, the job was often located in remote spots, and by the 1930s the skill of operating a telegraph was secondary to the somewhat less romantic notion of using the telephone.

After the advent of the twentieth century the telegraph's days were numbered, as it was used less and less in favor of the more "user friendly" telephones. The C&O first began installing phone systems in the telegraph offices in 1904.[66] Both systems were used for many years side by side, with the telegraph gradually taking a secondary role to the telephone. By the 1940s two-thirds of all the wire communications of U.S. railroads was done by telephone, with total phase out of telegraph operations to follow in the 1960s.[67] At Thurmond, the old system fell out of use and was stopped entirely in 1945. It was replaced with a more modern telephone system with a foot operated on/off lever.[68]

In the days prior to Centralized Traffic Control, the telegraph and telephone were indispensable tools in safely controlling the movement of trains along the line.[69] Besides these train orders (orders from the dispatcher, messages between block signal operators, etc., concerning the movement of individual trains), the telegraph was "used to handle the thousands of orders received every day for the diversion and

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[66] Thomas W. Dixon, *Chesapeake & Ohio Allegheny Subdivision*, (Alderson, WV: The C&O Historical Society, Inc., 1985), p.60.

[67] Henry, *This Fascinating Railroad Business*, p. 151.

[68] This lever is now mounted on the floor in the Union News room, where the operators were moved when operations on the second floor ceased.

[69] Centralized Traffic Control (or CTC) was developed in the 1930s and took over from the "manual block" and "automatic block" systems of train control. In the block systems trains were largely controlled by dispatchers at a few central locations communicating their orders through the telegraph operators located along the line. Throwing of switches was done manually, and orders for the train were hand delivered. This necessitated a large force of telegraphers on duty along the line at all times. On the other hand, CTC allowed track switching and train movements to be controlled from one central location, doing away with the need for numerous operators and the equally numerous structures built to house them. In 1934 there were 16 cabins on the New River subdivision alone, with all but three manned around the clock. When the CTC system was completed around 1962, the entire Hinton division was controlled from the central CTC display board at the Hinton Depot.

reconsignment of cars in transit to changed destinations, for reports to shippers on the movement of freight."[70] It was used for every imaginable type of communication concerning the railroad business. On top of this, some depot telegraph offices also handled Western Union traffic, although the Thurmond Depot's telegraph office did not.

Telegraphers generally worked out of signal towers or offices which the C&O called *cabins*, relaying train orders to the crews, operating switch interlocking apparatus, and sometimes doing double-duty as ticket clerk and/or freight agent. Strictly speaking, the term cabin refers to the smaller structures built solely to house a telegraph operator and switch interlocking apparatus. However, it seems this term was used loosely and could refer to telegraph offices in depots as well.

Each cabin or office equipped with telegraph was known by its unique call letters, such as QN cabin (Quinnimont), HX cabin (Hinton), NI cabin (Prince), or ED cabin (Sewell). The Thurmond Depot was known as DU cabin. Generally a cabin's call letters were displayed in clear sight of oncoming trains. A list of the call letters for all of the cabins was published yearly and was on hand in every telegraph office.[71]

In order to slow or stop trains each cabin had some sort of signalling system on hand. Usually it was a semaphore paddle system mounted outside the telegraph office and controlled from inside the office by a floor-mounted lever.[72] The cabins were also equipped with flags and oil lamps to be used if the semaphore was not functioning or if the cabin lacked a semaphore paddle system. If there was a switch interlocking apparatus in the structure, they would operate them as required. During shifts, which were called *tricks* by the operators, they were required to stay near the office at all times.

At Thurmond there were at least three signalling systems used over the years: semaphore paddles (ca.1905-1925), oil lanterns and flags in conjunction with an order board (ca.1925-1945), and the existing modern semaphores. The semaphore system was attached to the second floor on the track side of the telegraph office, with a lever inside the office to operate the paddles. Later, an order board was mounted in the same area so that operators could open the window and signal in front of the board with either a lantern or a flag. The final, and still intact, signalling device at the depot was the semaphore tower located a few feet west of the station.

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[70] Henry, *This Fascinating Railroad Business*, p. 151.

[71] C&O Railway Co., *List of Officers, Agents, Stations, Etc., 1914-1957*, an annual C&O publication.

[72] An excellent example of this type of semaphore system can be found in the Marlinton C&O Depot. The depot has been restored and is now in use as the Pocahontas County Visitors Center.

Roy Long, who worked on the Hinton Division during most of his career, was first hired by the railroad on the Clifton Forge (Virginia) Division, on November 14, 1939, when Mr. Long was just 17 years of age. At first he only worked five or six days a month, which caused him to take a job out of the Hinton Division on July 20th, 1940. Training for a job in telegraphy came however one could get it.

> ...I knew early in life, when I was in the sixth grade, that I wanted to be a telegraph operator. I had no desire to be anything other than that. I would even take my key, I mean my telegraph key, to school with me. And I created some disturbance at school, probably, with the clicks and the clacks, with the sound of the dots and dashes.[73]

Mr. Long practiced much on his own, but he was taken on as an informal apprentice by a distant relative who happened to be a telegrapher at the C&O telegraph cabin near Long's home at Moss Run, Virginia. Mr. Long retired from the C&O as assistant chief dispatcher at Hinton. He worked as a telegrapher at Thurmond between 1941 and 1945.[74]

John Richmond remembers as a youngster making trips from Ansted to the MacDougle telegraph cabin (which required traversing a very steep path down the side of the New River Gorge) in order to learn telegraphy from the operator there. At the age of 19 he started his first telegraph job for the railroad.[75]

Roy Long, describing the telegraph operator's responsibility:

> The first thing you had to do was work with the train dispatcher. The train dispatcher wanted certain work done: you had to work, do it, through him. If a train in those days, mainly, a train had right by train order, class by timetable, and if you had a west bound train and the train dispatcher needed to put him over onto the eastbound track then he would have to call the telegraph operator and give him the train orders. And then the telegraph operator would deliver it to the train, and throw(?) the switches.[76]

When he went to work in 1939, Long worked eight hour days for $5.52 per day, or $.69 per hour, which was the minimum for telegraphers at the time. Mr. Richmond remembered making $5.48 per day when he started on the extra list the night of December 24, 1940, at the Gauley telegraph cabin.[77]

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[73] Roy Long, interview by Ken Sullivan, July 13, 1985.

[74] Ibid.

[75] John Richmond, interview by Ken Sullivan, July 26, 1985.

[76] Roy Long, interview by Ken Sullivan, July 13, 1985.

[77] John Richmond, interview by Ken Sullivan, July 26, 1985.

If called out early to work, the operator was duly compensated, even if called only slightly early. "If they needed you before your hours would start, you'd be paid a minimum of three hour straight time." Mr.Long recalled that work was plentiful, with over a hundred telegrapher's jobs on the Hinton Division alone.[78]

The telegraph operators would be shifted among the various telegraph stations on their division, depending on where they were needed. Thus, those on the Hinton Division worked all up and down the New River Gorge, especially when they worked extra:[79]

> But most people, some lived at Oak Hill and different places like that. Others lived at Hinton and rode the trains, because there was several trains that you could ride. But mainly when you worked extra, you just had to go where you was needed. And if you had a regular job you just--that was up to you, whether you took it or not.[80]

While working on the extra list one could expect to be stationed at a cabin for one day to a full week. "The chief down here at Hinton handled the men, and you'd just get called."[81] Some telegraph offices in the Gorge contained cots for the off-duty operators to use during the hours between tricks, but there was not one at the Thurmond Depot's telegraph office. The beckoning call of the Lafayette[82] and Dunglen Hotels no doubt drew many weary railroaders, and so too did other less auspicious accommodations such as the trainmen's bunkhouse and small private boarding houses in the area.

Unfortunately, the telegraph operators did not always have ready transportation if there was not a passenger train scheduled through at the time they needed. Thus they sometimes had to *hobo* a freight train going in the right direction to be able to reach their assignment by the next working shift. Mr. Long recalled one such experience:

> I hoboed on a train, because we had to do a lot of that in those days. But I hoboed on a train from Quinnimont to Thurmond, hopefully to catch No. 2 to Hinton, so I could go home and lay my head down and sleep a bit.[83]

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[78] Roy Long, interview by Ken Sullivan, July 13, 1985.

[79] Extra, meaning not working a steady position; on call.

[80] Roy Long, interview by Ken Sullivan, July 13, 1985.

[81] John Richmond, interview by Ken Sullivan, July 26, 1985.

[82] Many railroad workers jokingly called it the "Lay Flat" Hotel.

[83] Roy Long, interview by Ken Sullivan, July 13, 1985.

Mr. Long was waiting in the Thurmond Depot's telegraph office when he was told by the telegraph operator that No. 2's engine had just exploded at Cotton Hill, killing the engineer. He gave up hope of making it to Hinton, and later in the night he caught a train heading back toward Quinnimont in order to work his shift there the next day.

The operators would keep a record of their time in a little book. They recorded the dates worked at each cabin, the trick, and the pay. You were on a list of extra men or regular men. "Most of the younger operators shied away from the telegraph office at Thurmond because a lot of the shifts were so busy that you would carry your lunch home because there was not enough time to eat." At Thurmond the telegraph operator handled train orders and movement of trains for Loop Creek subdivision, Rend's Hill subdivision (Minden), Southside subdivision, Keeneys Creek subdivision, and the Ansted subdivision.[84]

Both Mr. Richmond and Mr. Long believe that the Thurmond-to-Sewell stretch of track was one of the last on the Hinton Division to be switched over to CTC. The 1930s were the beginning of the transition period from the semaphore system of railroading to CTC technology, which resulted in the closing of many of the smaller depots along the line as the need for numerous manned telegraph cabins with human-powered semaphore signals and switch interlocking was done away with. What at one time required dozens of these small, picturesque structures and the combined effort of hundreds of employees now took a handful of people operating in the offices of the division headquarters in Hinton.[85]

Some of the telegraph operators who worked at Thurmond:

Roy Long	1940-1950
John Richmond	1940-1950
Jane Lawson	1942-1948
Nelsie Ferri	1943-1950

Track Supervisor's Office

The track supervisor was in charge of track repairs and track engineering on the subdivision, though he was under the control of the division engineer in Hinton. The track supervisor had direct charge of the section crews who did the daily repair work out on the line, and it was his responsibility to personally inspect the lines under his jurisdiction. He also kept track of section crews' time and material reports.

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[84] *Dunloop Days*, see chapter by Nelsie Ferri, p. 46.

[85] Hinton's CTC visual diagram board is now on display at the Hinton Railroad Museum.

The track supervisor had to make frequent trips on the line to oversee work. He used a small rail-mounted motor car which was probably kept on a siding near the depot or engine house. The track supervisor communicated with the telegraph operator through a small opening in the wall. As Mr. Frazier recalled, "...they used this window to talk to the operators here. See, they had these little motor cars and things, and could ride on up and down, up and down the road, so they get orders just like a train, permission to use a certain track at a certain time."[86]

The following are some of the track supervisors who worked at Thurmond.

W.T. Poague, asst.	1915
W.L. Bennett	1921-1930
H.S. Talman	1934
Dave Apple	1937-1939
J.N. Vass	1944

Car Distributor's Office

Harold R. Callaham, who began as a crew caller at Hinton, worked his way up to terminal train master at Hinton after working at Thurmond for a number of years as a car distributor (ca.1923-1925). He explained the duties of the car distributor very simply. "Well, that was a job where that you contacted each coal mine after four o'clock in the afternoon to find out what they had loaded during the day and to get their order for cars for the next day to be supplied that night."[87]

The car distributor compiled a car list containing the type and capacity of cars requested by each mine on the branch lines out of Thurmond. This car list was then given to the yard master, whose job it was to find the types of cars specified on the list in the yard, and actually make up the train. Refer to Appendix A for a more detailed job description.

The car distributors worked three shifts, and the office was open around the clock. During his time working at Thurmond, Callaham roomed "at the famous Dunglen Hotel," as did many other railroad employees working in the area.[88]

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[86] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

[87] Harold Callaham, interview by Jim Worsham, November 2, 1983.

[88] Ibid.

Chief Clerk's Office

A great deal of the paper work at the depot was performed in this office by the clerical force, which included both men and women. Probably three or four clerks worked in this office during the day, aiding not only the train master but the other officers as well. Often this was the place that new depot employees were given their start. For instance, Ray Sawyer began working for the railroad as a clerk in the car distributor's office at Thurmond in 1927 at the age of 20:

> I had written the C&O railroad Superintendent here in Hinton, telling him that I had finished high school and I had taken shorthand and could use a typewriter, and if a job should come open, I would be glad if he would give me consideration for it...it was Christmas Eve and I got a phone call to come to Thurmond, West Virginia, that a job was awaiting me.[89]

While Mr. Sawyer was an office clerk at the Thurmond Depot in 1927 his work was divided among the officers. He worked four hours for the supervisor of track, writing letters, taking dictation, and doing general office work. He then worked four hours for the train master, primarily keeping records from mines which called requesting cars. Then he would work four hours with the car distributor preparing car lists to be given to the chief car distributor, who would arrange with the yard master to have the cars sent off to the mines.[90]

Mr. Sawyer was thankful for his employment through the Depression, having got and kept his job when every one he knew of his age was out of work:

> And the wise thing I did that, perhaps, kept me from never being cut off was the fact that I could write shorthand and I could use a typewriter. And, those kinds of jobs were about the last ones to go. They--they needed them. So luckily, through all that time I was working...making enough to keep the wolf from our door.[91]

When first starting to work as a clerk in 1925, one could expect to make about $99.90 per month. Mr. Sawyer made $3.91 per day when he went to work as a clerk in 1927. The following were some of the office clerks in the Thurmond Depot, 1920-1940.

Charlie Bennett	December 1926
Charlie Wells, chief clerk	December 1928-March 1940
J.W. Dougherty, clerk	December 1929-March 1938
Frank O'Gara, clerk	June 1929

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[89] Ray Sawyer, interview by Jim Worsham, September 10, 1983.

[90] Ibid.

[91] Ibid.

Charlie Waters	1930(?)
Tobert Birdie, extra clerk	January 1938

Train Master's Office

The train master was the general supervisor over all train, yard, and station employees on the subdivision. As such he made frequent inspections of equipment and operations, and made sure that departing trains had the proper placards, forms, and supplies to carry out the run, which included providing conductors with cash fare receipts. Though the train master was technically in charge of all the depot's employees and held the power to hire and fire, it is likely that the yard master was the hands-on supervisor of the work force.

The train master did, however, administer employee qualification exams and conducted inquiries into employee mishaps or complaints. This facet of responsibility included holding inquiries on derailments and wrecks. These inquiries were held in the train master's office, with all those involved present and with accurate minutes kept for the files. To facilitate the seating for what could at times be large groups of people, chairs from the other offices on the second floor were brought in to supplement the seating already there. Lastly, the train master kept close watch on the payrolls and production, and perhaps most importantly, took care of much of the public relations aspect of the operation. For a more detailed account of the train master's duties, see Appendix A. The following are some of the train masters who worked at Thurmond:

S.E. Dearian	1913-1915
B.T. Corker	1921-1926
F.W. Meyers	1926-1937
H.G. Huffman	1944

McKell Coal and Coke Office

No direct references to workers in this office, which was a field office for the McKell Coal and Coke Company until 1939, have been found. After 1939, the room was used for storage and then converted to a rest room.

East Office

This office was evidently built as a rest room and later converted to storage.

General Depot Life

Almost everyone who lived during the golden era of passenger train travel passed through a depot at least once. It was a true social crossroads which entered the realm of American folklore as the decline of passenger traffic brought about its demise. For someone not alive at the time it is difficult to imagine the volume of traffic and amount of activity around the Thurmond Depot and in the New River Gorge in general. The railroad affected people in countless ways and was an ever-present factor in the lives of those living nearby. "In fact, it was a way of life in those days. I know that we had so many passenger trains and we would have passengers galore, getting on at different places."[92] The depots in now sleepy (or in many cases altogether dead and gone) towns along the gorge such as Prince, Quinnimont, McKendree, Thayer, Claremont, Stone Cliff, Beury, Fire Creek, Sewell, Kaymoor, and Nuttall were once bustling with rail passengers and freight.[93]

D.G. Hatcher, who made a career out of barbering, worked in the Thurmond yards near the depot during the 1920s. He was intrigued by the activity which would erupt when a passenger train arrived and how suddenly calm returned just a few minutes later.

> When I worked for the railroad, I met all the trains. There would be hundreds of people at the depot train down there. They looked like a lot getting off and getting on, and then when the train would leave in ten or fifteen minutes all the people would be gone. I tried to figure out where they went to. I promised myself I was going to watch and see, because I met all the passenger trains and checked the engine to see if it had sufficient oil and grease and that stuff.[94]

Mr. Hatcher soon discovered the cause behind the quickly disappearing crowds:

> The local train and the through train was coming on the main line and the local train was sitting there to pick them up to go to Mount Hope and the river down on the South Side. And they would just come and go, and after they got the hard road in it changed things.[95] Buses would come in and haul them away and the hotels didn't do quite as much business. There was a lot of people coming and going.[96]

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[92] Roy Long, interview by Ken Sullivan, July 13, 1985.

[93] There were numerous other passenger stops in the gorge.

[94] Daniel Hatcher, interview by Jim Worsham, March 12, 1984. Mr. Hatcher was 84 years old at the time of the interview. Although he does not mention his job for the railroad at Thurmond, he probably worked as a hostler, and worked the yard near the engine house and coal tower.

[95] Motorized taxis to meet the trains and pick up passengers and transport them out of the gorge first appeared in Thurmond in 1919. Gradually, automobiles cut ever deeper into the passenger traffic for both the local and long distance trains.

[96] Daniel Hatcher, interview by Jim Worsham, March 12, 1984.

Not all the excitement happened inside the depot. Retired engineer Dewey Keaton remembered a very close call which occurred one Sunday morning in the late 1930s one that could have had dire consequences for the depot and the town of Thurmond. While running a local freight that day, he received instructions at Handley that there was no stop at Thurmond. He left Handley and picked up speed as the grade levelled off near Thurmond:

> ...it was on Sunday, and I wanted to get in. And I was coming through Thurmond; of course I had that 1600, I had her laid out. We was coming to town! And coming through Thurmond, well, a yard master--they always got out there and watched the train [go] by, you know, [to see] if there was anything dragging....And I got up to the next signal and it was against me...of course when the signal is against you, you got to make arrangements to stop, you know...I got around up there where I could see the telegraph office--that was CS cabin, just east of Thurmond--and the operator was down there with a red flag, flagging me. And when we stopped, when I stopped, a journal[97] fell off one of the cars, about ten cars back of the engine.[98]

The journal box was normally stuffed with rags or something that would produce a warning smoke if the journal began to overheat, and this journal box evidently had an insufficient, older style oiling mechanism on it. During an inquiry (probably in the train master's office in the depot) Keaton claimed he and his crew had visually checked the train coming across Sewell bridge, a point where the engine crew could see the biggest part of the train behind them, and convinced the train master at Thurmond that the old oiler had let the packing burn off so fast that they had no chance to ever see smoke.

> ...I asked the train master, I said, "Do you know anything about the lubrication of that car?" And he said, "No, I don't know a thing about it." I said, "Well, I'll tell you for my benefit and yours" --I told him about this little old oiler you know, and I never heard any more about that. But if that thing had come off at Thurmond, there wouldn't have been any Thurmond [because of] the speed I was a'makin. Yea, and the yard master, he was a good friend of mine. I said, "Now Barley[99]," I said, "you know I was running pretty fast." He says, "I don't get anybody any trouble." ....That's what he said.[100]

The depot was an important gathering point, and as such it attracted all elements of society including those less fortunate and sometimes just plain criminal. "A 1908

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[97] Part of the wheel and axle arrangement.

[98] Dewey Keaton, interview by Paul Nyden, December 20, 1980.

[99] He probably is referring to Bartley Farry, a yard master at Thurmond during the 1930s.

[100] Dewey Keaton, interview by Paul Nyden, December 20, 1980.

newspaper article reported a desperate gang of thugs and hoboes loafing around the town's railroad yards and passenger station, with robberies so frequent it was unsafe to venture out after dark."[101] The same report goes on to mention that there were robberies around the depot daily, and that even the yardmaster had been robbed while on duty. If the article was not overstating the problem, the depot was a rough place indeed.

Of course hoboes were common in towns like Thurmond for many years, especially during the Depression. Though both disdained and pitied, hoboes are nonetheless an inseparable part of railroading folklore. To those living along the railroad and especially the railroad's employees, the problem was very real. The following is an interesting commentary on how employees felt about hoboes riding on the trains during the hard times of the 1930s:

> I imagine it had to do with the disposition of the individual. But some of the people would turn their backs on them, to help them all they could,[102] and the others, and I would have to say in the earlier days the majority, felt like they owned the train. "That's my train. You don't get on my train. This is my train!" And they would take steps to run 'em off and keep 'em off. But those, the good fellows, I'll call 'm good fellows, would turn their backs and they chose not to see and helped the men out.[103]

The workers on the railroad shared a special kind of camaraderie, not always getting along but always ready to help out their fellow railroaders:

> And one thing about those people at Thurmond, I've always said, at one time when I was there and they had a bunch of people living there I have seen those men come in to go out on the pulls, engineers, conductors and brakemen, what have you, and maybe they would be mad at each other and calling each other SOB's and everything else, but if one of 'em got down and needed help, they'd put a paper in the room where they, what they called the trainman's room,[104] where they come to sign up and sign off and check out and go to work, they'd put a paper in there for help and I've seen 'em stand right there and see who could put the most on it. And they'd say, "Well, I don't care nothing about the SOB, but here's twenty-dollars." ....But I've always said, if I had to be down and out, I'd ruther have it happen to me in Thurmond than any place I knew of, because I knew I'd get help.[105]

For all the re-partitioning and improvements performed on the depot up to this time, it still left something to be desired from a passenger's point of view. A rather scathing letter received by the C&O General Superintendent at Huntington, evidently

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[101] NPS, *HSR, Thurmond Passenger Depot and Offices*, p. 47.

[102] For example, by not reporting them.

[103] Roy Long, interview by Ken Sullivan, July 13, 1985.

[104] Probably the conductors' room on the depot's second floor.

[105] John Richmond, interview by Ken Sullivan, July 26, 1985.

from an important passenger, belies some of the perceived romance of train travel around Thurmond in 1945:

> I was met at the train by my chauffeur and we started the long walk over ties, switches and frogs, carrying baggage, hat boxes, etc. There was a work train behind us that figured that we had been too long on the tracks so they came along and our best bet was to scurry over the river bank, protecting ourselves as best possible. We got cinders in our shoes and up the cuffs of our sleeves. This is just another reminder that I, for one, would be very happy if we could get Thurmond fixed up from the passenger end.[106]

In its decline, Thurmond was still a central point for revenue on the C&O. In the late 1940s, the Thurmond Depot was still serving the communities of Mount Hope, Oak Hill, and Glen Jean, among others, and the mines of the New River Company, the New River and Pocahontas Consolidated Coal Company, and a number of individually owned mines. In 1947, Thurmond handled 350 cars of coal per day. Coal was always undisputed revenue king at Thurmond, but it was still a much used passenger stop.[107]

Even in the late 1940s, seven first class passenger trains and six local passenger trains stopped daily. Two other first class passenger trains had a conditional (flag) stop. During August of 1947, passenger revenues at Thurmond added up to $8,923.33, which amounted to approximately $100,000 per year. A two-day count of passenger traffic at Thurmond in 1947 showed 452 passengers loaded, and 376 passenger unloaded. That means approximately 125,000 passengers using the Thurmond Depot in one year, at a time when passenger travel was declining.[108] Add in the multitude of people who came to meet arriving or departing passengers and the number of people making use of the depot becomes even larger. Using as an average the figure of 75,000 passengers per year, which is probably conservative, at least three million persons passed through the depot between 1910 and 1950.

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[106] From an internal C&O document, dated 1947, now at Hinton Railroad Museum. Passengers never accounted for more than a fraction of the C&O's total revenues. See the *HSR* for more detailed freight and passenger levels through the years.

[107] Ibid.

[108] Figures are from an internal C&O document, dated 1947. Many of them were undoubtedly repeat passengers.

C&O Furnishings Context

The task of identifying the furnishings of the Thurmond Depot is tied inextricably to an understanding of the C&O Railway's general policy and practices concerning supplies. As on most large railroads, the supply aspect of the business was a monumental undertaking. A 1939 article in the C&O employees magazine put the total number of individual items which the railroad dealt with on a normal supply basis at about 75,000, with the total cost of keeping the railroad supplied for the years 1934 to 1938 at $185 million.[109] The range of supplies was all encompassing: from bolts, ballast, cross ties, spikes, and track to floor cleaner, soap, typewriter ribbons, pencils, pens, and paper.

The job of ordering and regulating this ocean of supplies fell to the purchasing and stores department. This was a separate department which concerned itself solely with the efficient supply of all the railroad's other departments. To do this it had to be intimately aware of every department's present needs and what they might be in the future; the type, the amount, when and where supplies where needed. With this knowledge the stores department could keep sufficient supplies on hand and keep them in locations which facilitated distribution. The stores department which supplied the Thurmond Depot was located in Huntington, West Virginia.[110] From there a supply train would leave monthly and drop off supplies along the line.

Good business practice necessitated the buying of supplies from dealers in bulk, at a wholesale rate. To ease the process of purchasing and to insure the required quality, the purchasing and stores department worked with each individual department to devise standard lists.[111] These lists described the required specifications and the standard design of each item that might need to be purchased at some time in the future. In the realm of office furniture especially, the basic requirements were utility, simplicity, economy, and durability.

If a piece of furniture was ordered which was out of stock, or if it was a specialty item which the stores department did not stock, it could be purchased on an individual basis. Items were checked against the standard list for similarities and bids taken from suppliers. The lowest priced comparable item was usually chosen. If the item did not warrant bids and heavy scrutiny, authorization was given to simply purchase the item from local merchants.

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[109] This includes the Pere Marquette and Nickel Plate Railroads, both C&O controlled entities.

[110] This was the C&O's primary storage facility.

[111] Unfortunately, a complete "standard" furniture supply catalogue has not been found, although a few individual standard drawings for furniture have been located. See figures 35-38.

Often less elaborate items such as banks of pigeonholes, mail boxes, simple desks, shelves or shelving units, etc., were built on the spot by the railroad's carpenter force. They could construct specialized pieces of furniture if there was nothing on the market which fit the need, or if the item desired was of an odd size. They were also called on to repair items which were broken or in need of rehabilitation, if possible. This was especially so in the days when office furniture was predominantly constructed of wood. The changeover from wood to metal furniture seems to have begun in earnest during the 1930s. After a pause due to metal shortages during World War II, metal office furniture became the market standard.

As the railroad became ever more determined to keep costs low in an effort to maintain profitability, the purchasing and stores department became very efficient at the job of using only what was necessary and replacing only what was absolutely essential. Even then, seemingly useless material was sent to the salvage department in order to recycle anything that had value. An article in a 1941 C&O employees magazine describes perfectly the railroad's policy toward the purchase of new materials:

> Salvage and reclamation of used materials has long been a measure of economy practiced on the C&O....Signal lamps are rebuilt, as are other pieces of signal equipment used in towers and stations along the line; furniture, instead of being discarded when its days of usefulness are over is rebuilt and repainted, then used again; in fact there is hardly an item on the railroad that cannot be made to last a little longer when given proper attention and a coat or two of paint.[112]

Thus, during the 1920s and 1930s one could find furniture that had been in use a quarter of a century. There is no doubt that furniture in use on some railroads today is older than the people using it.

The furnishings in each station along the line were very similar, and often exactly alike. Certainly there were exceptions to the rule, but in general the furnishings of C&O stations fell within certain rigid boundaries of style.[113] This remained true whether furniture was built from scratch by the carpenter force or purchased new. Over long periods of time furnishings remained essentially the same, constrained by the railway's standard specifications and policy of reuse if at all possible. The result was that some very dilapidated furniture was used well past its better days, and at best most depots' furnishings were very basic.

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[112] *Tracks*, July 1941, p. 15.

[113] Often it would be discovered that workers were using their personal furniture, a practice the railroad frowned upon.

Acquisition of Furniture

When ordering furniture and supplies, there was, of course, the requisite amount of paperwork to be filled out and the proper channels followed in order to have the request approved. Stationery was simple. Monthly inventories were made by each station's storekeeper, and any stationery stocks or standard office supplies which were running low were reordered.[114] The usual procedure for requesting a new piece of furniture was for a depot employee to make a request to his station's agent. The station agent would make a request in writing to the division superintendent, who would approve or deny the request, then forward the approval to the stores department. Often there was tough questioning over the need for the object or the possibility of making do with what was on hand. Refusals were not uncommon. Even after a requisition's approval, only if a secondhand piece of furniture could not be found at another depot or in the stores department was a new piece issued.

In working through the furniture requisition process, a paper trail was left at three important points: the depot from which the request came, the division superintendent's office, and the stores department in Huntington. Unfortunately, the vast majority of C&O office files from the first half of this century either have been disposed of as useless, exist buried somewhere in a forgotten file box, or are otherwise lost. The requisitions which originated from the Thurmond Depot have met one of these fates.

During the course of research for this project, however, a useful discovery was made, one that provides valuable insight into the types and general condition of furniture used in depots along the C&O. The C&O Historical Society in Clifton Forge, Virginia, has a large collection of office files from the division headquarters at Clifton Forge that have not been inventoried or indexed. This collection amounts to approximately 200 file boxes which were saved from the trash a number of years ago, and have since awaited the funding to be properly processed, indexed, and stored. In this railroad historian's playground were found two file folders containing roughly 200 furniture requisitions primarily for the Clifton Forge Division between the years 1930 to 1950. Considering the C&O Railway's policy on standardization and reuse, the following excerpts from 1930 to 1940 are pertinent to furnishing the Thurmond Depot:

> It is recommended that the Agency at Williamsburg be furnished with a new safe and the old safe at that point be transferred to Lightfoot, Va. (1-23-30)
>
> ...upon reduction of forces there will be available the following: Richmond, Virginia - 1 double desk, 1 single desk, 1 straight desk chair, 1 vertical file case (steel), 1 Wales adding machine. (10-4-30)

[114] A C&O stationery supply catalogue has been found and is included as Appendix B.

The desk released at Staunton is a double desk, 54 x 60 inches, and was made at Clifton Forge Carpenter Shop. The desk is in very good condition. It has Three Drawers on each side. (12-1-30)

The Burroughs Adding Machine shown to be retired at Jenkins, Ky.... (12-10-30)

Yours of the 6th, File 196, and returning papers in connection with material requisition P-33243 for Green Cambric Window Shades. I would recommend this purchase and would suggest that the bid of the Paris Shade and Mfg Company, which is the lowest bid shown in attached papers, be accepted. (12-11-30)

We have recently enclosed the space used as the telegraph office at Strathmore in order to prevent trainmen and others interrupting Operators while they are copying train orders and it is necessary that they have a revolving chair to promptly perform their duties. (6-26-33)

Returning the General Yardmaster's requisition No. R-19, dated June 2nd, calling for one (1) revolving office chair with arms for the yardmaster at Smith Creek Yard office, to replace chair worn out. Please ascertain if the chair now in use can be repaired. (6-4-34)

...Consideration is being given to adopting what is known as the "Douglas" of bar-room type chair, as described on cut attached, as standard for use in offices, etc., in place of our present standard, as shown on Drawing SC-69, copy attached for your ready reference. (10-8-34)

Am enclosing Mr. Baker's requisition H-45 Feb 14th for 5 blotter holder pads, desk 19 x 24 and 20000 blank cards 3 x 4. (11-26-34)

We are enclosing herewith Requisition No. 13, dated April 8th, prepared by General Agent Wilson, Norfolk, Virginia, calling for one rubber stamp - Cyclo Dater, as per sample attached. (4-10-35)

We attach hereto Requisition No. 6, dated April 17th, as prepared by the Agent at Williamsburg, calling for 1 - 4 compartment steel locker to occupy the space provided therefor. (4-18-35)

We are enclosing Requisition No. EAC-49...requesting - 1 office Revolving Chair (with arms, reinforced seat and ball bearing rollers), for use in office at Old Point Junction. The chair that had been in use at this location was sent to Huntington Stores for repairs; however, due to the condition of the chair, it was scrapped by the Stores Department and it was considered the cost of repairs would not be justified. (6-17-35)

...requisition for one Dexter Pencil Sharpener. (7-11-35)

We understand the contract for construction of Williamsburg, Virginia station provides for the following items of equipment: Settees, Drinking fountains, Ticket cases, Baggage & Express Room metal shelving, Standing Desks in Baggage and Express Room and Freight Room, scales, Record room metal shelving, Shades and Screens. (8-20-35)

I enclose approved requisition...to cover the purchase of a roller-top desk and oak filing cabinet, now being used in the office of the Trainmaster at Clifton Forge, Virginia, and which are the property of Mrs. G.T. Davis, widow of deceased Trainmaster Davis. While

this equipment has been in use for sometime, it takes care of the requirements in the Trainmaster's office very nicely and it is recommended that a voucher for $25.00 be issued in favor of Mrs. Davis to cover. (2-6-36)

...requesting - 1 standard station safe...Superintendent Grubbs has originated form Y-19, dated February 13th, covering the purchase of a new safe for use of the agency at Waynesboro Union Station, the total cost of which is $191.87, which is herewith submitted for authorization. (2-14-36)

Please note the attached requisition for a large flat top desk for Gladstone Yard Office. This desk is badly needed. The old desk now in this office was originally a home-made affair and has been in service for some fifty years. It has been renailed a number of times until the nails will not hold. (3-11-36)

Please refer to our letter of May 25 inclosing requisition No. F-5, Form S-60, dated May 21, 1936, requesting - 1 revolving office chair for use in "F" Telegraph Office, Clifton Forge, Va. Will you kindly have this chair hurried, as the old one is now in such condition that it cannot be used? (5-21-36)

There is a standard stationery case at Goshen Va., not now being used, and not needed. I do not know of a station on the Clifton Forge Division in need of one, but it could be used to advantage at Oyster Point, Va., on the Richmond Division. (6-9-36)

Yours of September 16th, file 151-2, submitting requisition calling for 1 pencil sharpener for use in Trainmaster's office, Newport News, Virginia. Is this a replacement of old pencil sharpener? If so, could not new set of blades serve the purpose? (9-13-36)

The chairs now in use at that location are in bad condition and beyond repair, and it is necessary that they be replaced as soon as possible. If new chairs cannot be furnished, I would recommend that any old chairs in good condition, located somewhere on the line, and not needed to be sent to Norfolk to apply on this requisition. (9-25-36)

We are returning enclosures received with your memorandum of the 18th, including Williamsburg Requisition No. 1, dated January 2, 1937, calling for a standard Underwood Typewriter, Model No. 5, elite type, which is approved. (1-5-37)

We are attaching Mr. Grubbs' requisition No. B-147, calling for - 1 Desk - flat top, double with drawers on both sides, quartered oak finish, size 4 ft. x 5 ft., to replace the desk it is proposed to be sent to the Agency at Cass, West Virginia. (5-25-37)

Replying to your letter of November 16th, file 200, and returning requisition for two desk chairs and one revolving chair for the yard office and telegraph table at Strathmore. This is replacement of worn out furniture. The chairs at Strathmore are worn out and the men are using nail kegs for seats. (11-18-37)

Referring to your memorandum of August 10th...requesting a 12-inch Westinghouse oscillating electric fan, 60 cycles volts 120, 3 speed, for use in the Telegraph Office at Clifton Forge, Virginia. The present fan has been in use for a number of years and is in very poor operating condition and, we are told, cannot be repaired by the Electricians at Clifton Forge Shops. Under the circumstances, we feel that it might be well to replace the present fan

with a new one, and the old fan rebuilt, if economical to do so, and used in some smaller office where required. (8-11-38)

I am inclosing requisitions covering two revolving office chairs for the ticket office at Staunton. The two chairs in that office are worn out and broken beyond repair. (11-4-38)

Office Supplies, Office Machines, Stationery, and Ephemera

Simply supplying the far flung reaches of the railroad with office supplies and stationery was a monumental task in its own right. The railroad used a bewildering array of pre-printed forms and office stationery, for use in both internal and external communications. Here too the resupply process was made considerably easier by the use of standards and rigid ordering systems. Not surprisingly, replacing stationery was easier than replacing furniture. Every month at each office an inventory of the stationery stocks was done, and usually items in short supply were reordered with no questions asked. The following month a stationery supplies car from the Huntington Stores department dropped off orders at each point which had requested supplies. A complete C&O stationery supply catalogue is included in Appendix B.

The task of outfitting an office with historically correct furnishings is made somewhat more difficult by the rather large and varied collection of items which can be found in an office setting. However, the individual items which fall under the heading of general office supplies are not an infinite number, and can be narrowed down to a basic collection of equipment essential to the running of an office. This does not refer to the larger furniture, such as desks, chairs, etc., but the smaller things which populate the desk tops, drawers, and shelves. These items are very familiar to those who work in offices today, as basic office supplies have changed very little in the past century. Some items, such as paper clips, rubber bands, pencils, or hole punches, were as important to office work in 1900 as they will be in the year 2000. An alphabetical list compiled by the Interstate Commerce Commission in 1914 (for railroad taxation purposes) gives the following as a summary of general railroad office supplies:

Adding machines, addressographs and supplies, arm rests, binders, blank books, blotters, blotting paper, bristol board, calculating machines, calendars, carbon paper, cardboard, cards (blank and printed), circulars, computing tables, copy (impression) books, copying brushes, copying presses, crayons, cyclo styles, dating stamps and ribbons, dictaphones, drawing paper, duplicators, electric pens, envelopes, erasers (rubber and steel), eyelet punches, eyelets, file boxes (paper), forms (blank and printed), glass pens, hectographs, indexes, ink for writing and drawing, inkstands, invoice books, legal paper, letter openers, manifold paper, manifold pens mimeographs, mucilage, mucilage brushes, neostyles, notepaper, notices, numbering stamps, oil paper, paper, paper baskets, paper clips, paper cutters, paper fasteners, paper files, paper weights, papyrographs, parchment paper, pencil sharpeners, pencils for writing and drawing, penholders, pen racks, pens for writing and drawing, phonographs and records, pins, postage, punches (not conductor's or baggageman's), rubber bands, rubber stamps, rulers, ruling pens, scrapbooks, sealing wax,

seals, shears, shipping tags, shorthand notebooks, sponge cups, sponges, stamps (impression), stylographs, tablets (blank and printed), tape, telegraph blanks, tissue (impression) paper, tracing cloth, tracing paper, twine, typewriters and ribbons, wage tables, waste baskets, water colors, water holders, wrapping paper, and wringers for copying presses.[115]

Tedious to read, yes--but it stresses the number and variety of artifacts one could find in a working railroad office. As this list shows, aside from the multitudes of smaller items, business machines could always be found in the offices. Similar to reliance on today's computers, offices of the 1920s and 1930s relied heavily on that era's high-tech office machines: typewriters, stenography machines, and adding machines. Except in special instances, railroad offices were served nicely by basic brand name models. For instance, on the C&O both the Underwood No. 5 and Remington No. 12 typewriters were used widely, along with both Burroughs and Dalton adding machines. In some offices, such as payroll departments or division headquarters, other less common (although still brand name) types of machines such as checkwriters, dictaphones, and graphotypes could be found. Freight offices usually had a device called a fanfold billing machine among their office equipment on which freight waybills were typed in triplicate.

At Thurmond there were no specialized office machines in the depot, and the fanfold billing machine was probably located out in the freight house offices.[116] However, there was evidently a stenography machine or a dictograph used by the clerks on the second floor to take dictation from the train master. It was plugged into the standing socket in the train master's office when the clerks took dictation.[117]

Because of the understandable lack of sources for exact placement of these artifacts, the placement of supplies and machines in the refurnished office will have to be guided mostly by common sense. On the other hand, these items are extremely important to the overall appearance and feel of the office spaces. Making it appear as if the offices have only been momentarily vacated during a day in the early 1930s will rely heavily on these artifacts.

Railroad offices had an abundance of stationery, record books, reference books, ledgers, and other printed material stacked about. This point cannot be stressed enough if one's desire is to replicate a railroad office to an exact appearance of

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[115] Interstate Commerce Commission, "Classification of Operating Expenses of Steam Roads," 1914.

[116] An internal C&O document dated November 18, 1947, in reference to the design of a proposed new depot at Thurmond, states that "There are no business machines in use in the Thurmond Station and so no special outlets will be required for the operation of these machines." Neither does Mr. Frazier recall there being anything other than the most basic office machines in the offices. A very early newspaper article mentions a fanfold billing machine in the depot's second floor freight office, but if the historic floor plans are correct the freight office was soon moved out to the freight house, with the old freight office taken over by the yard master.

[117] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

current use. They were very messy indeed. All manner of printed material could be found stuffed into pigeonholes, sitting on shelves, attached to clipboards, or impaled on note holders. Although perhaps not feasible in Thurmond's case due to public access and security reasons, the end result of a proper refurnishing of most offices should look something like *paper chaos*. There were few flat surfaces or open areas of wall that were not used for stacking and tacking all sorts of work related material.

Other than pre-printed railroad stationery, printed material in the form of posters, notices, memos, calendars, maps, and other relatively short-lived items could be found on the walls in practically every room. The walls are replete with evidence that items were put up to inform both the public and employees on various subjects. Yet finding out exactly what was hanging on the walls in this particular depot from 1920 to 1940--without site specific photographic sources--is next to impossible considering that the items were often changing and generally not the type of things persons make a point of remembering long after. Also, relying on clues such as paint discoloration or non-painted sections for the placement of printed material ca.1930 can be misleading. It most cases it would be nothing more than guesswork to specify the subject matter which was contained on the material hanging there even if the exact time period from which these paint clues date were known.

Luckily, a combination of sources allows the compilation of a general collection of ephemera which will lend greatly to the depot's historical appearance and accuracy. Both the C&O Society and the Hinton Railroad Museum have numerous examples of period stationery, note pads, timetables, reference books, tickets, calendars, etc., which should be reproduced and used in abundance throughout the Thurmond Depot. As there is little site specific information available on this topic, only those items specifically mentioned by Mr. Frazier will be mentioned in the Furnishings History section. The remaining items, which must be placed largely at random, will be dealt with in the Furnishings List. Although general recommendations for period documents are provided in the furnishings list, in truth their placements could easily be shifted and still retain an acceptable degree of historical accuracy.

EVIDENCE OF ROOM USE AND FURNISHINGS

Before beginning the room by room furnishings description, the factors which govern the depth and historical accuracy of this section should be recognized. First the negatives: no requisitions from the Thurmond Depot have been discovered; no interior photos of the Thurmond Depot have been found; few interior photos of any C&O Railway depots exist from before 1940; and very few people remain with a clear memory of the Thurmond Depot's interior prior to 1940.

With that in mind, it may be a surprise to find that the available resources do present a reasonably complete and reliable picture of the Thurmond Depot's furnishings, ca.1920-1940. These are the positives: the railroad's use of standards in purchasing supplies and furniture; the long term use of individual pieces of furniture; the relatively static nature of basic office furniture design; and, especially, the sharp memory of Stewart Frazier.

Mr. Frazier, interviewed at the age of 80, has been able to give very valuable information on the general style and placement of furnishings during the 1930s when he worked as a janitor in the Thurmond Depot. This is most advantageous as it was at this approximate time that the Thurmond Depot took on its final--and still existing--major interior structural configuration. Due to the lack of pre-1930 sources for the depot's interior furnishings, it is impossible to declare with any certainty the positioning of furnishings in particular rooms prior to this time.

However, considering the fact that furniture was only replaced when absolutely necessary, it is reasonable to expect that the furnishings described by Mr. Frazier as existing ca.1930 were in place somewhere in the depot during the ten years prior to 1930, most of it probably in the same location. In fact, it is entirely possible that much of the furniture found at the depot in 1930 was there from the time the structure was first furnished in 1905. Still, it would be pure speculation to assert that the furniture arrangements were the same prior to ca.1930; the date of the earliest source. Therefore, for the sake of historical accuracy the furnishings history should be viewed as representing the interior as of ca.1930. Mr. Frazier, it should be pointed out, was questioned only about the rooms to be refurnished, not every room in the depot.

FIRST FLOOR

The first floor was largely given over to public space, with access to most rooms directly off the platform on either side of the depot. During the structural evolution of the depot, the layout of the first floor underwent many more changes than the

second floor. The last major structural alteration was ca.1930.[118] In this section, the sole source of evidence on the placement and appearance of the first floor furnishings is the interview with Stewart Frazier, who spoke of many, but not all, the objects in these rooms.

Baggage Room (101 & 102)[119]

Although technically one room, the baggage room is divided into two distinct sections. The baggage room served as the check-in and storage point for passengers' baggage, mail bags, and to a lesser extent small perishables such as poultry. Excess baggage was weighed on the floor scale, which is extant, but evidently payment was made elsewhere. Originally, both the north and south walls each had two baggage door openings, but the southwest door was retired just prior to 1930. A small clerk's station is formed in the southwest corner by two extant four and one-half foot tall, tongue and groove counters. Mr. Frazier remembered that, when bored, the baggage clerks would sit on the counter. A set of approximately ten pigeonholes were mounted on the west wall (within the bounds of the clerk's station) into which the clerk put company mail for the station officers: "...each officer had his own pigeonhole."[120] A shelving unit (relatively intact) was mounted on the west wall between the window and the northwest corner of the room. Luggage that would fit was placed on this shelf unit, with the rest placed on the floor. In the eastern half of the room four steel poles stand floor to ceiling, forming the four corners of a square. Mr. Frazier calls this area along the east wall the *mail stalls*. This was where the mail bags were separated into piles, depending on the mail's destination. The shelving units which cover the east wall are relatively modern, ca.1970. A rectangular rack hung by small chains from four hooks screwed into the ceiling over the clerk's counter projecting out from the south wall.

Desk. A standard small, wooden, flat-top desk sat in the clerk's station, behind the counter which extended out from the west wall. It had five drawers; three on the left side, one center, and one large one on the right side. Nails hammered into the edge of the counter just above the desk were used to hold the baggage checks. A desk lamp probably sat on the desk, along with some miscellaneous pencils and pens. A small office wastepaper can sat in the clerk's station near the desk.

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[118] NPS, *HSR, Thurmond Passenger Depot and Offices.*

[119] Numbering system from the National Park Service (Denver Service Center) rehabilitation plans for the Thurmond Depot, sheet 10.

[120] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

Chair. A wooden barroom style chair, which sat at the desk in the clerk's station.

Baggage Scale. A baggage scale, which is floor-mounted and appears to be in relatively good condition, sits in the north-central section of the room.

Stretcher. A stretcher was stored here, leaning against the south wall.

Fire Extinguisher. A fire extinguisher hung on the west side of the central support post.

Express Room (103)

This room was home to the Railway Express Agency until the 1960s, but information on it is sketchy. It now contains a modern furnace installed ca.1970. The room is entered by a door in the north wall and a door in the south wall. Mr. Frazier recalls it being mostly storage space for parcels when the agency was active.

Desk. This room contained a desk, probably a standard wooden flat-top desk near the door, with a small collection of office supplies.

File Cabinets. Mr. Frazier recalls there being "a place for his files and so on," probably two or three standard wooden filing cabinets.

Union News and Lunch Room (106)

This room was entered by two doors in the north wall. A lunch counter ran parallel to the south wall, with a row of stools along the counter. The counter was approximately 20 feet long. Cooking was done on a grill somewhere behind the counter, and there was most likely a refrigerator or cooler in the room, probably behind the counter. Newspapers, candy, and soft drinks were also behind the counter: "The things you would normally have in an operation like that."[121] There were no other seats in the room; patrons waited for a stool to become empty and took a seat at the counter to order. During the later years this room was made into office space and a door opening was cut into the men's waiting room. There is a porcelain sink in the southwest corner, mounted against the west wall, a set of pigeonholes mounted on the south wall, and a shelving unit in the room; all probably dating from the time this room was converted into office space. There is a floor-mounted on/off mechanism used by the phone operator; this was originally in the telegraph office.

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[121] Stewart Frazier, interview by Michael Caplinger, June 30, 1992.

Men's Waiting Room (107)

The men's waiting room was entered from a door in the north wall and a door in the south wall. A door was put in the west wall, ca.1965. During the 1980s a partition was erected across the eastern half of the room.

Waiting Benches. There was a standard wooden depot waiting bench, double sided, with armrests for each seat, about 16 feet long (this would give it eight seats per side) with its long axis running east to west in the center of the room. There was another wooden bench, about five feet long, less substantial, one sided, along the south wall between the wall of the men's rest room and door 103. The second bench was a different style than the first.

Spittoons. An assortment of spittoons could always be found in the men's waiting room. "Some of them were brass, now the better ones were upstairs." They were either made of brass or "...some kind of metal with the enamel."[122]

Trash can. A metal trash can with a lift-off lid sat at one end of the waiting room.

Women's Waiting Room (110)

The women's waiting room was entered by a door in the north wall and a door in the south wall. During the late 1980s, a partition was put across the western section of the room and CSX put it to use as office and storage space. At some point, probably after 1970, a partition was erected from the northwest corner of the women's rest room to the north wall, creating a small office for CSX employees.

Waiting Benches. There was a standard wooden depot bench, double sided, with armrests for each seat, about 12 feet long (this would give it six seats per side). The long axis of the bench ran east to west in the center of the room. Evidently the western section of the women's waiting room was left open because of need to keep the space open for foot traffic going between the doors on either side of the room, to the ticket office, and to the water fountain. So although the women's waiting room is larger than the men's waiting room, the bench was actually shorter.

Another wooden depot bench, which was single-sided and about six feet long, sat along the north wall between the two windows (115 and 116).

Clock. There was a simple, round clock on the wall at the east end of the waiting room, just to the north of the women's rest room door.

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[122] Ibid.

A round ghost mark is plainly visible at this spot.

Water Fountain. A standard, ice-cooled water fountain was located at the west end of the women's waiting room, against the outer wall of the ticket office. A pipe fitting comes through the floor at this spot, and a semicircle area of heavy floor wear curves around, marking where the outside of the water fountain was located.

Pay phone. A pay phone was mounted on the south wall between the door opening (door 104) and the window (window 110) opening just to the west.

Trash can. A metal trash can with a lift-off lid was located at the east end of the waiting room.

Fire extinguisher. A fire extinguisher was located somewhere in the waiting rooms, probably near the ticket office on the north wall.

Ticket Office (109)

The ticket office interior was entered by a single door in the east wall of the office. At the ticket window a small window sash could be slid up into a recess in the wall above the ticket window. A counter extends out from the wall on either side of the ticket window. The ticket office closed during the late 1960s, and was damaged during a fire in 1988.

Desk. A small standard rolltop desk sat against the west wall of the office. There were the usual office implements: a small wastepaper basket, pens and pencils, a pencil sharpener, a gooseneck desk lamp, and an adding machine. A telephone was on the desk so the ticket clerk could take phone inquiries about tickets. A number of rubber stamps were around.

Chair. A barroom style chair sat near the desk.

Ticket Case. A ticket case either hung on the west wall above the desk or sat on top of the desk.

File Cabinets. One or two standard wood file cabinets sat against the east wall of the office.

Clock. A clock hung on a wall.

Safe. A standard, mid-size office safe (about four feet tall) sat in the southwest corner of the office, between the roll top desk and the south wall.

Cash box. Change and money collected from ticket sales were kept in a cash box, located either on the ticket clerk's desk or the counter.

Timetables Rack. A collection of railroad timetables was kept in the office, probably in a rack near the ticket window.

Window Shades. The ticket office had a window shade on the window in the south wall so the ticket clerk could block the view when counting money or opening the safe.

Also, a small green shade hung above the ticket window, which the ticket clerk would pull down when the office was closed.

Ticket Window Light. Outside the ticket window, directly above where prospective ticket buyers stood, there was a light bulb covered by a metal shade. The lighting conduit remains intact on the ceiling above the ticket window.

Spittoon. There was a spittoon in the office.

SECOND FLOOR

The second floor of the depot housed the main offices of the railroad at Thurmond. Through the years the layout of the second floor changed, but in more subtle ways than on the first floor. The most radical of the changes on the second floor was the closing off of the interior stairwell, and adding exterior stairs (see *Historic Structures Report*). Entry into the second floor offices was from the balcony along the south side of the building. The furniture placement and general furniture description is from the interview with Stewart Frazier, unless otherwise noted.

Yard Master's Office (201)

The yard master's office was the center of around-the-clock activity. Entrance to this office was from the conductors' room only, the door located in the west wall of the conductors' room (the east wall of the yard master's office).

Desk. There was a large standard wooden rolltop desk located off-center in the room. The left side of the desk was flush with the west wall, but the back of the desk was about three feet from the north wall. The desk in this position allowed the yard master to look out window 2-38 and down the tracks toward the engine house and downtown Thurmond.[123] The desk had a telephone, the basic collection of office supplies, a wastepaper basket, a gooseneck lamp, and a rubberized pad underneath the desk chair.

Chair. There was a standard swivel chair at the yard master's desk.

Lockers. There was a standard wooden locker, about six feet tall, located in the southwest corner of the room, with its back toward the west wall, for the senior yard master's personal use.

There were two standard steel lockers in the northeast corner, with the backs against the north wall for the other yard masters' personal use.

Crew Board. A large chalk board for keeping track of yard crews and conductors was located on the south wall, just east of the window 202. Ghost marks from the board remain clearly visible.

Lanterns. Mr. Frazier remembers the yard masters keeping lanterns in the room.

Window Shade. An exterior photo, August 1935, appears to show a pull-down window shade in window 201.

Spittoon. There was a spittoon in the office.

Conductors' Room (202)

The conductors' room was continually visited by conductors and trainmen, stopping in to check their call status or fill out work reports. Entrance to the office was directly from the balcony. There was a door to the west into the yard master's office and to the east there was a door into the telegrapher's office, making the conductors' room sort of a crossroads. A set of small pigeonholes was in the northeast corner of

[123] At least two historic photos of the exterior reveal a person at this window.

the room, mounted on the north wall, where messages for the conductors were left on cards.

Desk. There was a large, standard wooden double desk centered in this room with the long axis running north and south, where the conductors would sit and fill out their reports for the yard master. Mr. Frazier identified the double desk currently in the men's waiting room as similar to the one which was in the conductors' Room. There were probably no office supplies on the desk.

Chairs. There were two chairs in the room, one on either side (east and west) of the desk.

Lockers. There were two standard steel double lockers located in the northwest corner of the room, with their backs against the north wall.

Spittoon. There was a spittoon in the office.

Telegraph Office (203)

The telegraph office was accessed through the conductors' room. The office was generally off limits due to the telegrapher's need for concentration while sending and receiving messages and train orders. Two small storage rooms bordering the south wall (rooms 204 and 205) were for the telegraph operator's supplies. Room 204 has a small shelving unit on the west wall which was for the storage of stationery such as train order forms and telegraph message sheets. Room 205 has a central two sided shelving unit which was for the mounting of relays and battery storage. A few train order snatch hooks were kept somewhere in the room. There are a number of wall-mounted metal boxes containing what appear to be both electrical switch boxes and communications equipment (including a plug type switch board). Most of this equipment should be left in situ, if possible, as, although not readily visible, it was an essential part of the communications system.

Desk. The telegraph operator required a very large wooden desk upon which to perform his assigned duties. It resembled a rolltop desk although in actuality it is closer in form to a modified flat-top desk. On the back section of the desk top there was a bank of pigeonholes for the array of forms and spare telegraph equipment the operator needed close at hand. This desk was centered in the telegraph office so that when working at the desk the operator's back was to the row of windows along the north wall. Here the operator had a clear view of the tracks to both the east and west. There was a chair roller pad on the floor beneath the desk and a standard wastepaper basket somewhere nearby. There were basic office supplies, including a gooseneck lamp, a telephone, and a typewriter on the desk. The telegraph equipment was kept on the northeast corner or the desk.

Chair. The telegraph operator used a standard office swivel chair.

Signal Lanterns. A number of oil burning lanterns and a supply of lantern oil were kept in the office. The operator would signal trains using the order board system, as there were no semaphore signals in use from the telegraph office after the mid-1920s. The order board is visible hanging from the telegraph office windows in a number of post-1930 exterior photos.

Signal Flags. A number of signal flags were kept in the telegraph office for daylight signaling.

Depot Clock. The clock from which all other clocks and watches in the depot were set was located on the east wall. It was a simple, large, round clock.

Clock Light. A light attached to the ceiling by a piece of curved conduit illuminated the clock face. It was probably covered by a small metal shade.

Window Shades. Mr. Frazier is inclined to believe the telegraph office had pull-down window shades. This is supported by two exterior photos, August 1935, and June 1945, which appears to show pull-down window shade in window 235.

Spittoon. There was a spittoon in the office.

Track Supervisor's Office (206)

There is no evidence on the furnishings and their placement in the track supervisor's office. However, it is very likely that the major furniture in this office was standard, and limited to a single desk and chair, one or two filing cabinets, a locker, and a spittoon.

File Room (208)

The file room has shelves lining the east and west walls. It is doubtful that the shelves are original, as at some point a door into the track supervisor's office was made inoperable by the placement of shelves across the door opening. When in use these shelves were stocked with both stationery supplies and standard file boxes holding records.

Toilet (209)

This served as the male employees' rest room. There is no evidence on exact placement of furnishings.

Car Distributor's Office (210)

There is no evidence of the exact historic furnishings. However, it was most likely standard office furniture, limited to a single desk and chair, and one or two filing cabinets, a locker, and a spittoon.

Chief Clerk's Office (211)

Several clerks and stenographers worked in of this office, aiding the depot officers. This office had a collection of typewriters and adding machines, and an abundance of basic office supplies. A shelving unit was at one time located in the recess in the east wall which probably contained standard file boxes, pertinent records and reference material.

Desks. There were two standard wooden double desks located in this room for the use of the clerical force. They were placed with their long axis running north and south across the depot, so centered as to keep the room furnishings symmetrical and an open pathway along the south wall. Each desk had an assortment of office supplies, a wastepaper can, in/out boxes, etc., and roller pads for the chairs.

Chairs. Mr. Frazier recalled chairs, though not the style or number. It is likely there were at least four.

Waiting Bench. There was a small wooden waiting bench with its long axis running east and west, sitting almost between the two desks.

Water Dispenser. There was an inverted bottle water dispenser located against the south wall, which was used by employees on the second floor.

Spittoon. There was a spittoon in the office.

Train Master's Office (212)

This office was the nicest in the station, with the best kept furniture. There is a small bracket shelf screwed into the north wall; wainscotting alterations in the

northeast corner suggest there was a wash basin.[124] There is also an interesting window vent, which Mr. Frazier confirms was there as long as he could remember. There is a standing electrical socket roughly in the center of the room into which stenographers plugged their stenography machine while taking dictation.

Desk. The train master worked at a large roll top desk, its long axis running east and west. The train master faced south so he could see people entering the room. He had a basic supply of office materials, two phones, and a rubberized roller pad under the desk. A wastepaper can was somewhere in the office.

Chairs. The train master had a very nice standard swivel chair. There were also some standard straight-back chairs which were kept along the south and west wall. During inquiries held by the train master, extra seats were brought in from the other offices on the second floor as needed.

Bench. There was a six to eight foot long wooden bench, with its long axis running east to west. This bench sat facing the train master's desk.

Filing Cabinets. There were four to six standard wooden filing cabinets located along the east wall.

Book Shelves. A book cabinet was located against the east wall, between the north wall and the filing cabinets.

Spittoon. There was a spittoon in the office.

McKell Coal and Coke Company Offices (214)

This office was occupied by the McKell Coal and Coke field office until 1939, when it was taken over by the New River Company. At some point not long after that the office was vacated and used for storage; eventually it was converted to a rest room for the female employees on the second floor. The placement of historic furnishings in this room was not determined.

East Office (215)

This office mirrored the fate of room 214. This was the rest room for the second floor female employees until the room 214 was converted to that use. The east office was then used for storage. The placement of historic furnishings in this room was not determined.

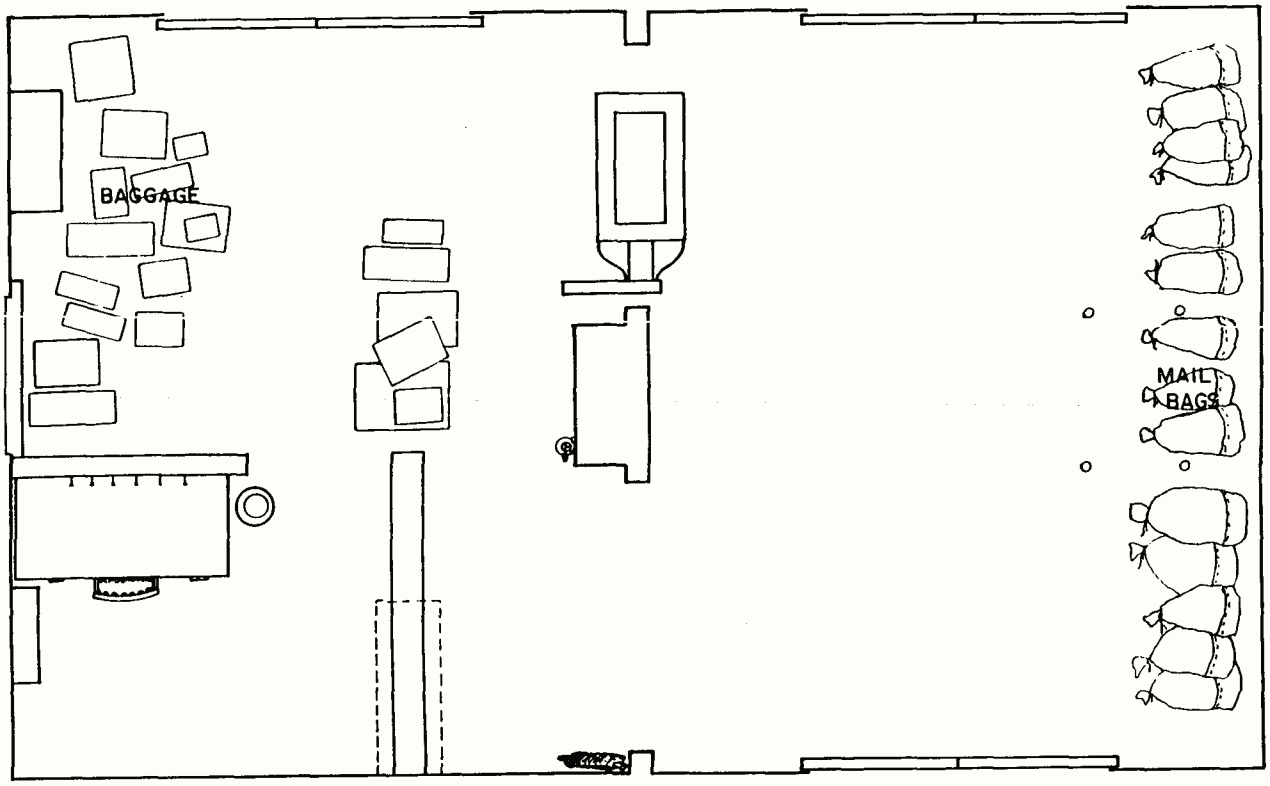
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[124] Stewart Frazier does not recall a water basin.

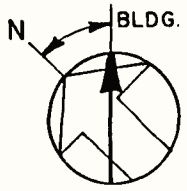
RECOMMENDED FURNISHINGS and WORKING DRAWINGS

Baggage Room (101 & 102)

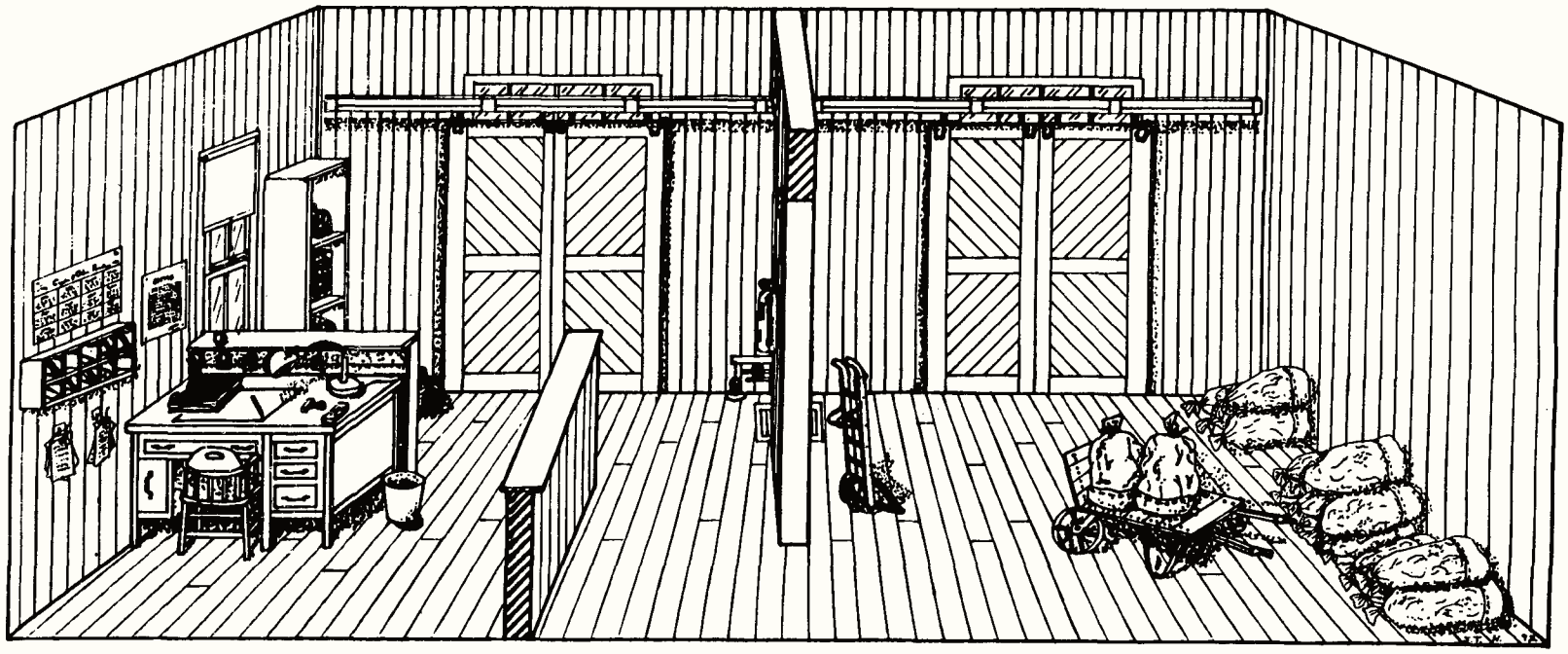
Historic furnishings will re-create the ca.1930 appearance of this room, which was divided into two areas; one side primarily for baggage, the other side for U.S. Mail. Consequently, this room has only a few pieces of furniture with the majority of space is taken up by a variety of luggage and mail bags. Baggage and mail bags should be stacked casually. The office furniture, luggage, and mail bags should all have a well-used look. The baggage doors were often left open, and should be if ever possible. Visitors will view the room from behind unobtrusive barriers.



BAGGAGE ROOM (Rooms 101 & 102) PLAN



NO SCALE



BAGGAGE ROOM (Rooms 101 & 102)

NO SCALE

BUILDING NORTH

Object and Location	Documentation	Recommendation
BAGGAGE ROOM		
DESK, small, standard, wooden office desk with five drawers, ca.1910-30 (place in clerk's station against the north counter)	Frazier interview, 1992; figure 1.	Acquire period or reproduction desk.
CHAIR, standard, wooden, barroom style arm chair or side chair, ca.1920-40 (at desk in clerk's station)	Frazier interview; figure 14.	Acquire period or reproduction piece.
SCALE	Original is intact and mounted in floor.	Refurbish; add weight cylinder and hook to scale arm.
PIGEONHOLE MAIL BOX, small, wooden, oblong box of ten pigeonholes (mounted on west wall in clerk's station)	Visible evidence; Frazier interview, 1992; figure 1.	Reproduce; paint to match wall.
PERISHABLES (or anti-rodent) RACK, app. 4 ft. x 2 ft. Constructed of two steel stringers, L-shaped in cross-section, with wooden cross slates forming a platform similar to a bed frame (hanging from four small chains attached to four hooks mounted in the ceiling above the east counter of the clerk's station.)	Visible evidence (hooks in ceiling still intact); Frazier interview, 1992.	Reproduce.
FIRE EXTINGUISHER, small, standard, ca.1920-30 (mounted on west side of central support post)	Visible evidence; Frazier interview, 1992; figures 9 and 32.	Acquire period fire extinguisher.

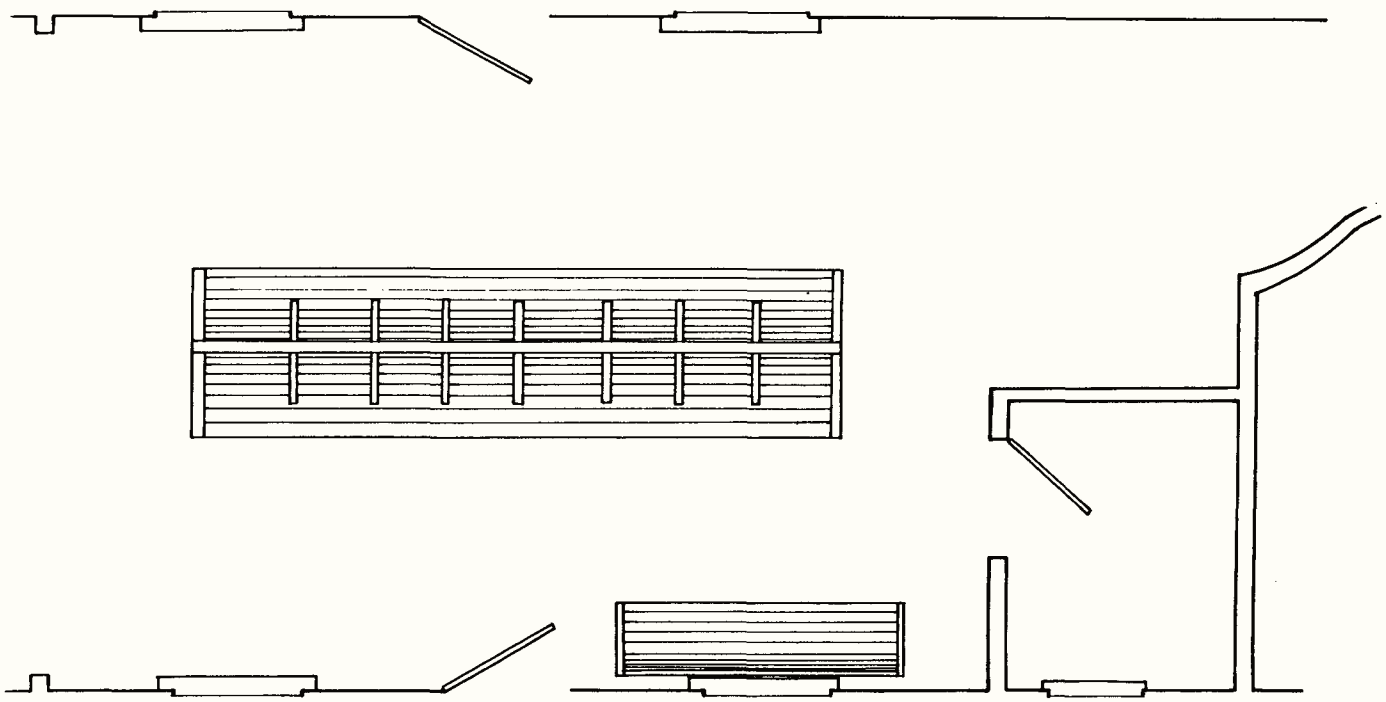
STRETCHER, standard, collapsible, ca.1920-30, stored in black canvas bag (lean in southeast corner of west half of baggage room)	Frazier interview, 1992; figure 1.	Acquire reproduction stretcher and bag.
SHELVING UNIT (mounted on west wall between 101 and northwest corner)	Crude shelving unit intact; Frazier interview, 1992.	Refurbish; paint to match wall.
BAGGAGE CARTS, 4, ca.1910-40 (2 small carts, one with a load of baggage, in east half of room; 2 larger wagons placed outside the baggage room doors)	Inferred from Frazier interview, 1992; figure 2.	Acquire period or reproduction baggage carts.
DESK LAMP, gooseneck style, ca.1920-30 (on northeast corner of desk)	Frazier interview, 1992.	Acquire period or reproduction piece.
MAIL BAGS, 15, locking U.S. mail bags, canvas with leather bottoms, ca.1920-40 (place in three stacks along east wall; each should appear to contain mail)	Frazier interview, 1992.	Acquire period or reproduction mail bags.
BAGGAGE CHECKS, 50, standard C&O baggage checks, ca.1930 (hanging on nails in counter above desk)	Visible evidence; Frazier interview, 1992; figure 3.	Acquire period or reproduce baggage checks.
WASTEBASKET, standard office type, metal, ca.1920-40 (in clerk's station near desk)	Frazier interview; Appendix B.	Acquire period piece.
WINDOW SHADE, green, pull-down shade, ca.1930 (mounted on molding above window 1-22)	A photograph of the depot, ca.1920, seems to show a shade in this window.	Acquire reproduction shade.

ASSORTED BAGGAGE, ca.1910-40: Suitcases, 12; Trunks, 2; Overnight Bags, 3; Hat Boxes, 2 (in west half of room; place some on baggage cart, some on shelves and floor). Each should have a baggage check attached to the handle.	Contemporary practice; inferred from Frazier interview, 1992.	Acquire period pieces.
Collection of OFFICE SUPPLIES, ca.1930: [McBee] Binder; Blotter Pad; Ink Pad; Note Hook, 2; Pad of Baggage Agent's Receipts; Pen; Pencil Holder; [Dexter] Pencil Sharpener; Pencils, 2; Rubber Stamps, 2 (mount pencil sharpener on north counter above desk; mount note holders on west wall below pigeonholes; place pen and pencils in pencil holder; remaining objects to be placed on the desk)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduced office supplies and stationery.

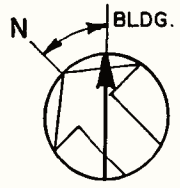
EPHEMERA, ca.1930: Calendar, C&O (mount on west wall above pigeonholes); Employee Notices, 10, typed on onion skin paper (five on each note hook); Posted Notice (on west wall above counter); Officers' Mail, 15, standard mail envelopes (placed randomly in officers' mail boxes)	Inferred from Frazier interview, 1992.	Reproduce calendar, notices, and mail.

Men's Waiting Room (107)

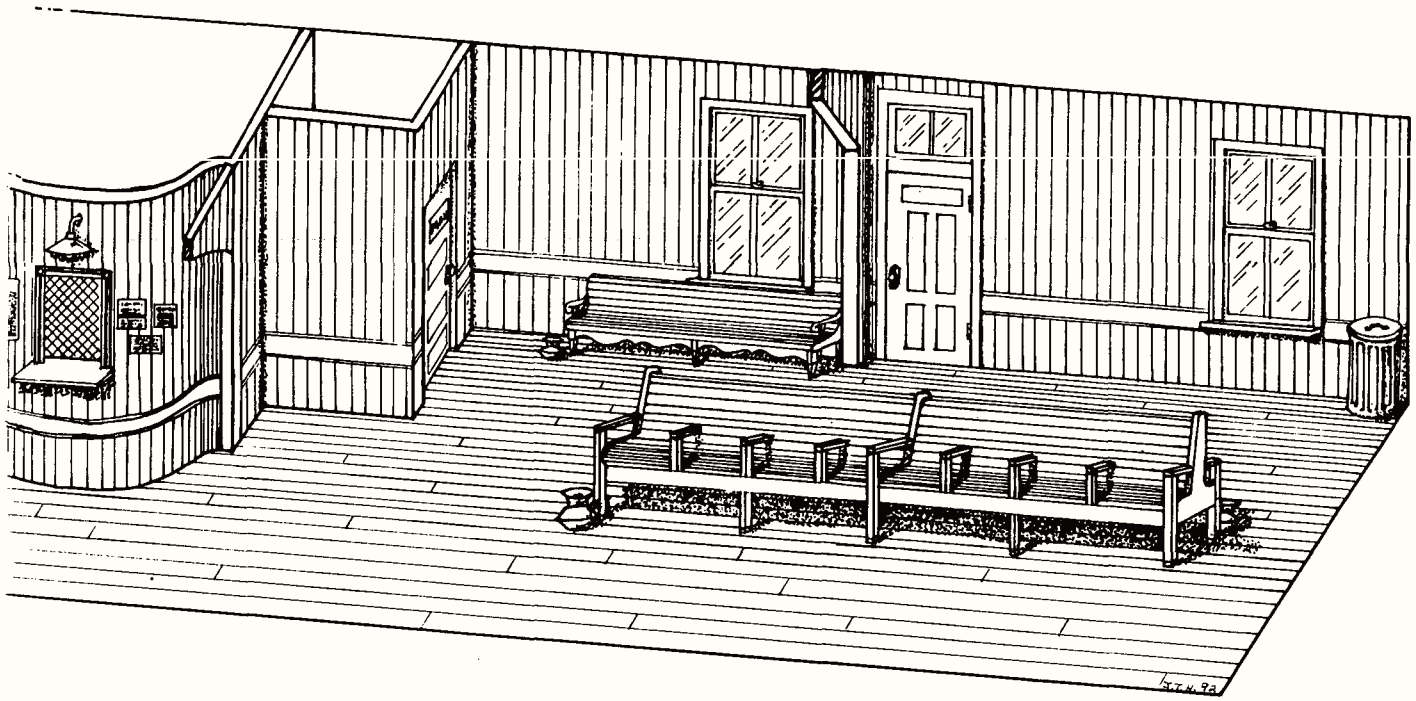
The men's waiting room was public space, and held few furnishings other than waiting benches. Visitors and rail passengers will be able to use the benches when this section of the depot is open. By the removal of the waiting room's western partition, access will be gained directly into the old Union News and Lunch Room area, in which a cooperating association is to sell publications and other interpretive materials, but no historic furnishings are to be used. The historic furnishings in the men's waiting room section should appear heavily used. The sales area will be inaccessible when not staffed.



MEN'S WAITING ROOM (Room 107) PLAN



·NO SCALE·



MEN'S WAITING ROOM (Room 107)

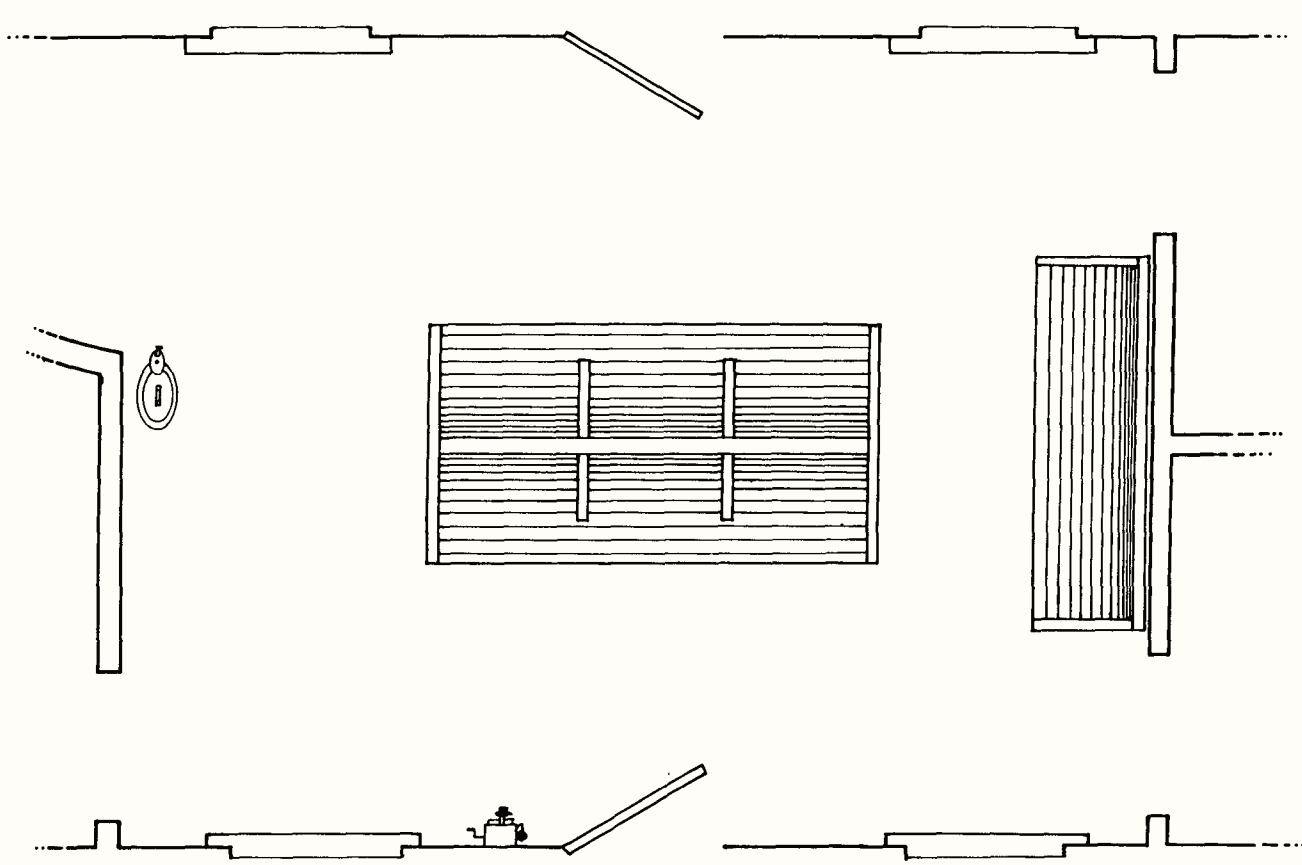
·NO SCALE·

BUILDING
NORTH

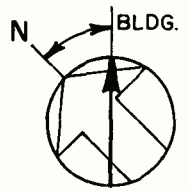
Object and Location	Documentation	Recommendation
MEN'S WAITING ROOM		
BENCH with armrests, standard waiting room style, two-sided, eight seats per side, armrests for each seat, oak, ca.1920-40 (centered in waiting room area with long axis running east to west)	Frazier interview, 1992; figures 8, 10, and 35.	Acquire period or reproduction two-sided waiting room bench.
BENCH, app. 6 ft. long, standard waiting room style, one-sided, small, oak, ca.1920-40 (place against south wall just east of door 103)	Frazier interview, 1992; figures 5 and 6.	Acquire period or reproduction one-sided waiting room bench.
SPITTOONS, 3, common, metal, ca.1930 (place one at each end of the large waiting bench; one beside the smaller waiting bench)	Frazier interview, 1992.	Acquire period spittoons.
TRASH CAN with lift-off lid, standard, metal, ca.1930 (place against the south wall, west of window 106.	Frazier interview, 1992.	Acquire period or reproduction trash can.
RAIL MAP, large map of the C&O rail lines, ca.1930 (on north wall between windows 1-16 and 1-17)	Contemporary practice.	Acquire period or reproduction C&O rail map.
FIRE EXTINGUISHER, small, ca.1930 (on north wall between window 1-17 and door 1-5)	Frazier interview, 1992; figures 9 and 32.	Acquire period fire extinguisher.

Women's Waiting Room (110)

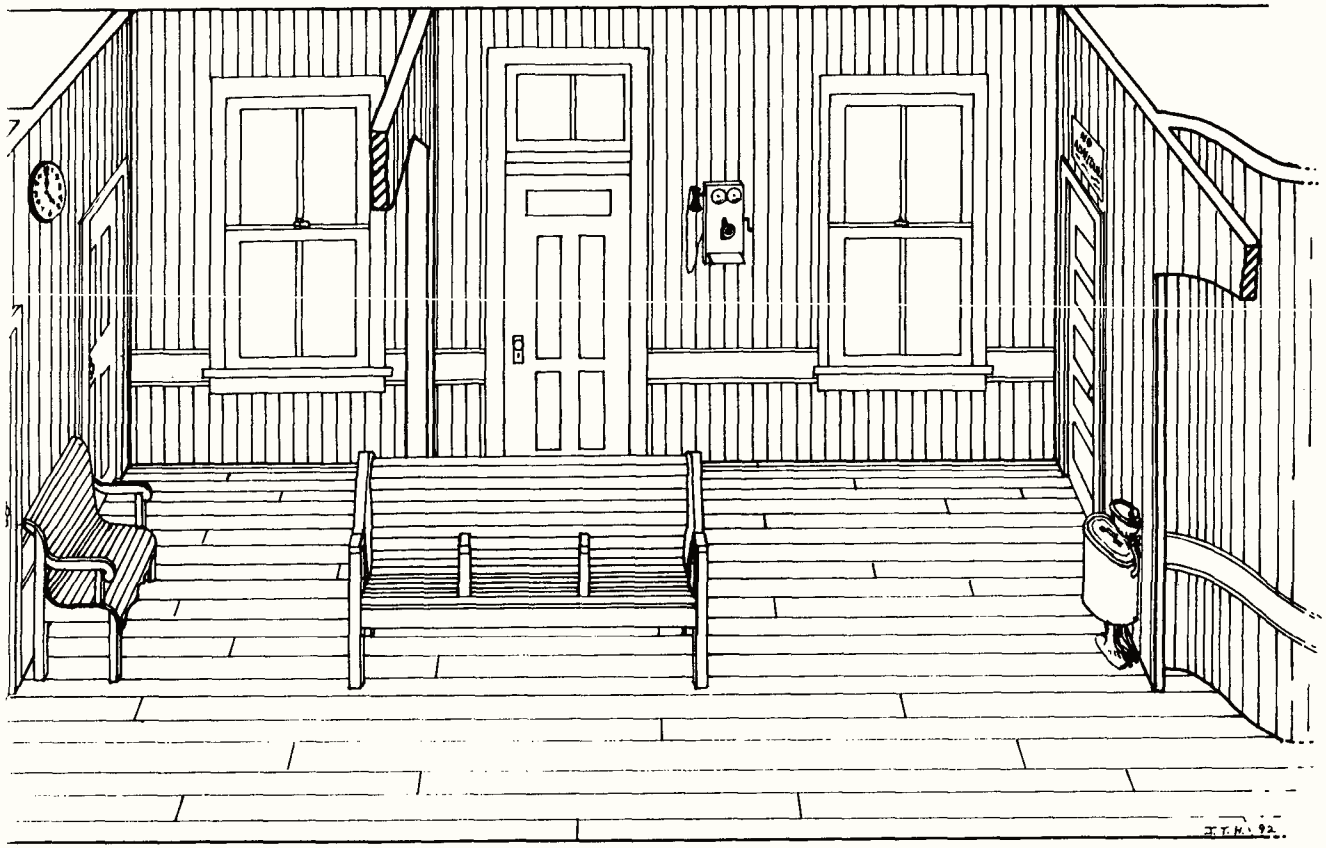
Historically, the women's waiting room was larger than the men's and had a few more pieces of furniture. However, the rehabilitation plan for the depot calls for a section of public rest rooms to be placed in much of what was the women's waiting room. As a result a much smaller two-sided waiting bench must be used in this room than was actually historically present, and the placement of a second bench has to be shifted. Visitors and rail passengers will use this area as a waiting room. This space will be separated from the men's waiting room by a concealable barrier when the sales area is not operating. The furnishings in this room should appear heavily used.



WOMEN'S WAITING ROOM (Room 110) PLAN



NO SCALE



WOMEN'S WAITING ROOM (Room 110)

·NO SCALE·

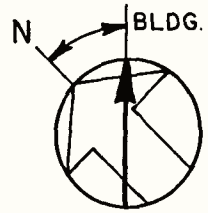
BUILDING
NORTH

Object and Location	Documentation	Recommendation
WOMEN'S WAITING ROOM		
BENCH with armrests, standard waiting room style, two-sided, three seats per side, armrests for each seat, oak, ca.1920-40 (centered in room with long axis running east to west)	Frazier interview, 1992; figures 8, 10, and 35.	Acquire reproduction two-sided waiting room bench.
BENCH, app. 6 ft. long, standard waiting room style, one-sided, small, oak, ca.1920-40 (place against east wall between rest room doors)	Frazier interview, 1992; figures 5 and 6.	Acquire reproduction one-sided waiting room bench.
WATER FOUNTAIN, standard, ice cooled, ca.1930 (against ticket office wall at west end of waiting room)	Frazier interview, 1992; physical evidence; figures 8 and 9.	Acquire period or reproduction water fountain.
PUBLIC PAY TELEPHONE, wall mounted, ca.1920-30 (on south wall between window 110 and door 104)	Frazier interview, 1992; physical evidence.	Acquire reproduction wall telephone.
WALL CLOCK, simple, round, ca.1930 (high on east wall, centered between the rest room doors)	Frazier interview, 1992; physical evidence.	Acquire period or reproduction wall clock.
SIGN, painted, rectangular metal sign reading "NO ADMITTANCE, TRANSACT BUSINESS AT TICKET WINDOW" ca.1930 (mounted above ticket office door)	Figure 7.	Acquire reproduction "NO ADMITTANCE..." sign.

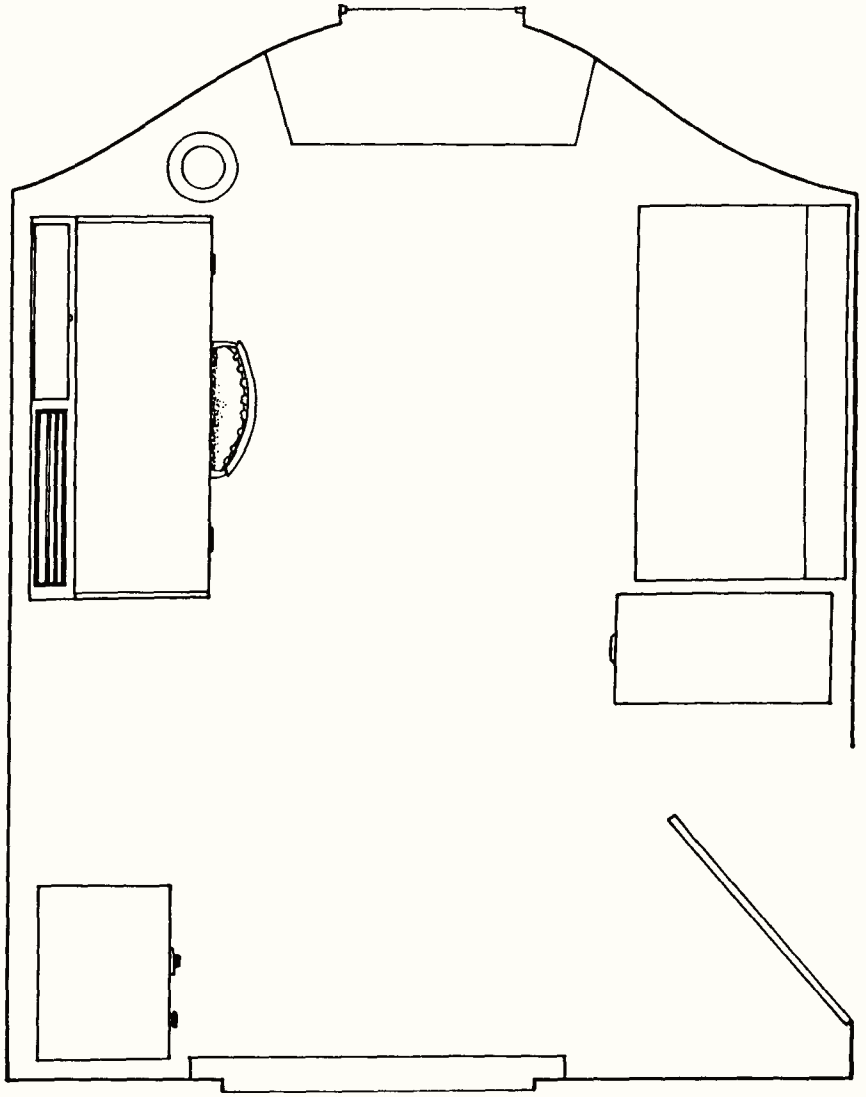
Ticket Office (109)

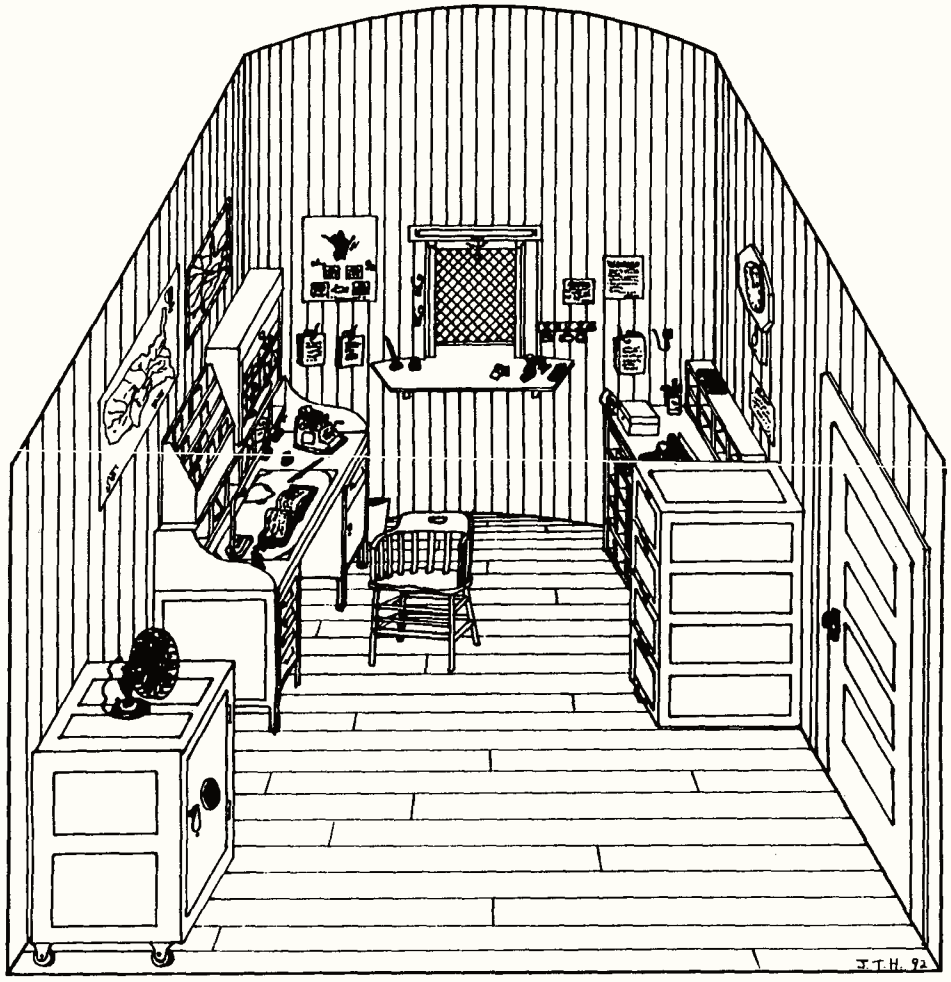
The ticket office generated much activity on the first floor. This small room has numerous furnishings, the majority of which will be readily viewable through the ticket office window. Plans call for furnishings that illustrate its function, such as to sell tickets, secure cash, and aid passengers. All furnishings should appear heavily used. Visitors will also view the interior from behind an unobtrusive barrier.

TICKET OFFICE (Room 109) PLAN



·NO SCALE·





TICKET OFFICE (Room 109)

·NO SCALE·

BUILDING
NORTH

Object and Location	Documentation	Recommendation
TICKET OFFICE		
ROLLTOP DESK, small, wooden, ca.1920 (against west wall near the ticket window)	Frazier interview, 1992.	Acquire period desk.
CHAIR, standard, wooden, barroom-style, ca.1920 (place at desk)	Frazier interview, 1992; figure 13.	Acquire period barroom-style chair.
WORK COUNTER/ PIGEONHOLE CABINET, wooden workstand, app. 5 ft. tall x 3 ft. wide x 2 ft. deep; roughly built as if constructed by the carpenter force [see working drawing for ticket office as a general guide]; the top of the counter should be suitable as a work space; the cabinet should contain numerous pigeonholes (place against east wall near the ticket window)	Figure 11.	Acquire period or reproduction counter/pigeonhole cabinet.
FILE CABINET, standard, wooden, four-drawer, ca.1920 (against east wall, near ticket office door)	Frazier interview, 1992; figure 25.	Acquire period file cabinet.
SAFE, app. 4 ft. tall, standard, ca.1920 (place in southwest corner of ticket office)	Frazier interview, 1992; figure 37.	Acquire period safe.
TICKET CASE, standard, wooden, ca.1920-40 (place on top of rolltop desk)	Frazier interview, 1992; figure 12.	Acquire period or reproduction ticket case.

TIMETABLES RACK, small, wooden rack for holding and displaying brochure-size timetables, ca.1930	Frazier interview, 1992; figure 7.	Acquire period timetables rack.
WALL CLOCK, Regulator model, ca.1920-30 (hanging on east wall)	Frazier interview, 1992; figures 5 and 13.	Acquire period Regulator wall clock.
FAN, 12-inch oscillating model, ca.1930 (on top of safe)	C&O furniture requisitions, 1930-1940.	Acquire period fan.
Locking CASH BOX, metal, ca.1930 (on work counter near ticket window)	Frazier interview, 1992.	Acquire period cash box.
TELEPHONE, candlestick style with ringer box, ca.1920-30 (place phone on desk and mount ringer box on west wall near desk)	Frazier interview, 1992; figure 29.	Acquire period telephone and ringer box.
DESK LAMP, ca.1920-30 (on desk)	Frazier interview, 1992.	Acquire period desk lamp.
TYPEWRITER, standard Remington or Underwood model, ca.1920-30 (on work counter)	Frazier interview, 1992.	Acquire period typewriter.
ADDING MACHINE, standard Dalton or Burroughs model, ca.1930 (on desk)	Frazier interview, 1992; furniture requisitions, 1930-1940.	Acquire period adding machine.
WASTEBASKET, standard office style, metal, ca.1920-40 (on floor near desk)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period wastepaper basket.
TICKET VALIDATING MACHINE, ca.1920-40 (on ticket window counter)	Frazier interview, 1992; figures 11 and 12.	Acquire period ticket validating machine.

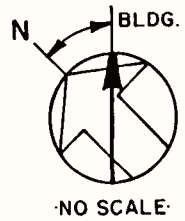
Pull-down WINDOW SHADE, green, ca.1920-40 (mounted to molding above window 109)	Frazier interview, 1992.	Acquire reproduction window shade.
Pull-down TICKET WINDOW SHADE, small, green (mounted to molding above ticket window)	Frazier interview, 1992.	Acquire reproduction window shade.
Collection of OFFICE SUPPLIES, ca.1930: Blotter Pad (center on desk); Ink Pad (place on ticket counter); Pencil Holder (place on work counter); Pens and Pencils (place four pencils and one pen in pencil holder, and one pen on desk); Pencil Sharpener, Dexter model (mount on work counter near ticket window); Rubber Stamps, 5 (place three in rack in ticket window and two in rack on desk); Rubber Stamp Rack, 2, small, metal rubber stamp holders (mount one on wall near ticket window, and one to interior of rolltop desk); Wire Desk Basket (place on desk)	Inferred from Frazier interview, 1992; Appendix B; figures 7, 11, and 12.	Acquire period or reproduction office supplies.

Collection of EPHEMERA, ca.1930: [C&O] Calendar (mount on north wall of office); Maps, 2, one of C&O rail lines, and one of major national lines (on west wall); Paperwork, 100 (place a number of notices on each of the four note hooks along the ticket window wall. These should resemble batches of receipts, telegrams, bulletins, and memos, respectively. Batches of paper should be placed randomly, but in a majority of the pigeonholes in the room); Signs, 4, small, advertising Pullman Services, Travellers Insurance (on exterior wall of office, beside the ticket window); Tickets, C&O (in ticket case); Timetables, 100, numerous of assorted railroads (place timetables in rack on top of desk, extras in various pigeonholes); Wanted Posters, 2 (near ticket window); Reference Book, *Poor's Guide to Railroads*, ca.1930 (place on top of the work counter/pigeonholed cabinet)	Inferred from Frazier interview, 1992; figures 7, 11, and 12.	Acquire period or reproduction ephemera.

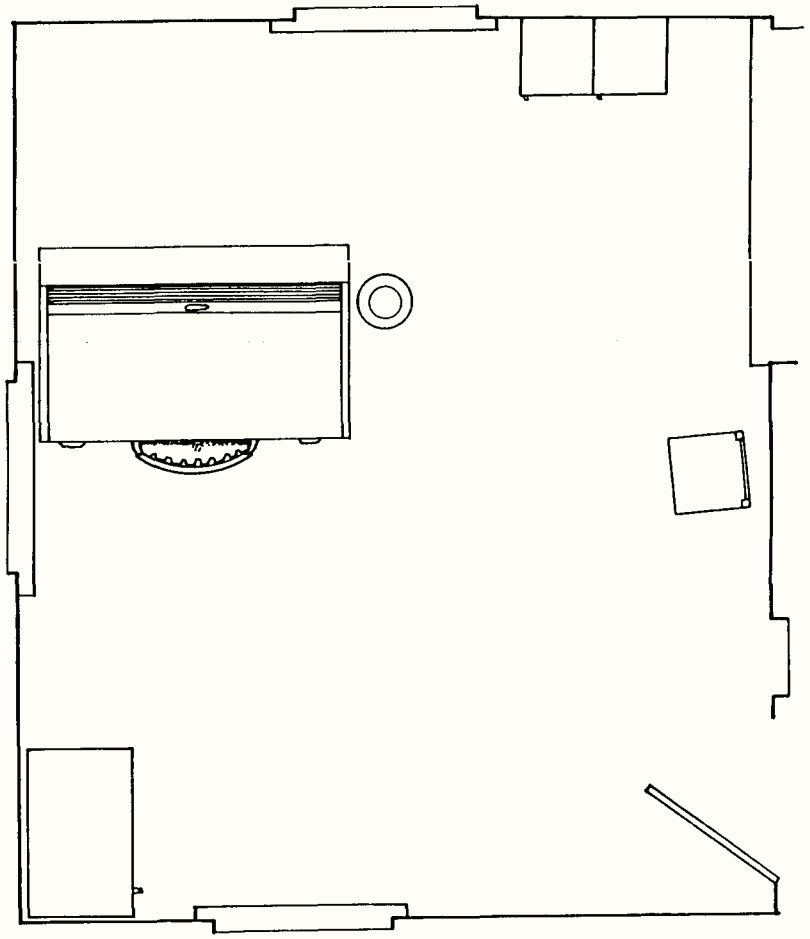
Yard Master's Office (201)

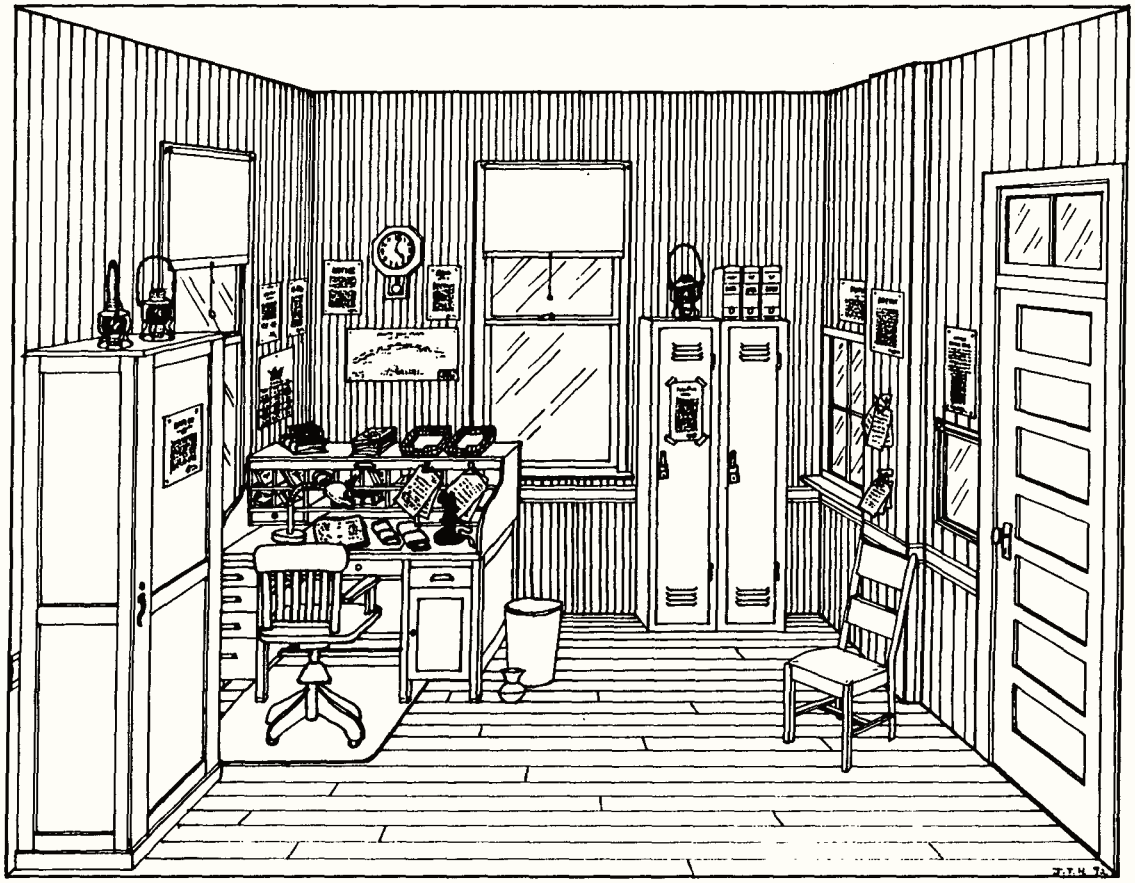
The yard master's office was central to controlling the activities of workers and trains in the area, and consequently the focal point for a great deal of paperwork. In the working drawing the crew board hanging on the south wall of this office is not depicted. This room should appear somewhat messy, with worn furnishings. Visitors will view the interior from behind an unobtrusive barrier and through the sliding window in the west wall.

YARD MASTERS OFFICE (Room 201) PLAN



NO SCALE





YARD MASTERS OFFICE (Room 201)

·NO SCALE·

BUILDING
NORTH

Object and Location	Documentation	Recommendation
YARD MASTER'S OFFICE		
ROLLTOP DESK, large, wooden, ca.1920 (place with left side of desk against molding of window in west wall, W-201)	Frazier interview, 1992; figure 20.	Acquire period rolltop desk.
CHAIR with armrests, standard office style, wooden, swivel, ca.1920 (place near rolltop desk on chair mat)	Frazier interview, 1992; figure 22.	Acquire period swivel office chair.
CHAIR, straight-back, wooden, ca.1920 (place in room near east wall)	Inferred from Frazier interview, 1992; figure 23.	Acquire period straight-back chair.
CHAIR MAT, rubberized ca.1930 (placed partially under desk as sitting position)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction rubberized chair mat.
Standing LOCKER, app. 6 ft. tall, wooden, ca.1920 (in southwest corner of office with back against west wall)	Frazier interview, 1992; figure 26.	Acquire period wooden, standing locker.
Standing LOCKER, 2, dark green, metal, ca.1930 (place together in northeast corner of room with backs to north wall)	Frazier interview, 1992; figure 38.	Acquire period or reproduction metal, standing lockers.
Railroad LANTERNS, 3, standard, ca.1930 (place two on wooden locker, and one on metal locker)	Frazier interview, 1992; figures 19 and 34.	Acquire period railroad lanterns.
LETTER FILES, standard letter files or record boxes, 3, ca.1930 (on metal lockers)	Appendix B.	Acquire period or reproduction letter files or office record boxes.

WALL CLOCK, standard Regulator model, ca.1920 (place on north wall, west of window 238)	Common usage; figures 5 and 13.	Acquire period Regulator wall clock.
WASTEBASKET, standard, metal, ca.1930 (place near desk)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period wastepaper basket.
SPITTOON, metal, ca.1930 (place near desk)	Frazier interview, 1992.	Acquire period spittoon.
DESK LAMP, ca.1930 (on rolltop desk)	Frazier interview, 1992.	Acquire period desk lamp.
TELEPHONE, candlestick style, ca.1930 (on rolltop desk)	Frazier interview, 1992; figures 13, 14, and 29.	Acquire period telephone.
ADDING MACHINE, standard Dalton or Burroughs model, ca.1930 (place on desk)	Appendix B; C&O furniture requisitions.	Acquire period adding machine.
Pull-down WINDOW SHADES, 3, green, ca.1930 (mounted on the molding above each window)	Figures 5, 14, and 16; C&O furniture requisitions.	Acquire reproduction window shades.
CREW BOARD [a large chalkboard with sections for writing in names of those on call, those on crews, and train assignments] ca.1920 (mount on south wall, between window 202 and door 209)	Frazier interview, 1992; physical evidence.	Acquire period or reproduction crew board.

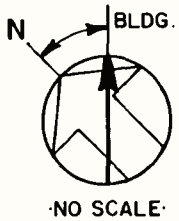
Collection of OFFICE SUPPLIES, ca.1930: Blotter Pad (center on desk); White Chalk (hang on string from crew board); Ink Pad (place on desk); Note Holders, 2 (on east wall near sliding window); Paper Clips, 2 (mounted to pigeonholes in desk to hold train messages); Pencil Holder (on desk); Pens and Pencils (place two pencils and one pen in pencil holder, and one pencil on desk); Rubber Stamps, 2 (place on desk); Stapler (on desk); Wire Desk Baskets, 2 (on top of desk)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction office supplies.

Collection of EPHEMERA, ca.1930: Books, 2 (place on desk to represent reference material for the yard master); Calendar, C&O (place on west wall near window 201); Grade Schematic, for Hinton Division (on north wall below clock); Paperwork, 50 (place paper in wire baskets; hang paper from paper clips [see above]; place paper in majority of pigeonholes; these should represent train lists, memos, train manifests, work orders, a notices); Ledgers, 3 (place on top of desk); Train Lists, 3 (three bunches of paper on desk, each bundled with a rubber band to represent prepared train lists or manifests)	Inferred from Frazier interview, 1992; figures 12, 14, 15, 16, 17, and 18.	Acquire period ephemera.

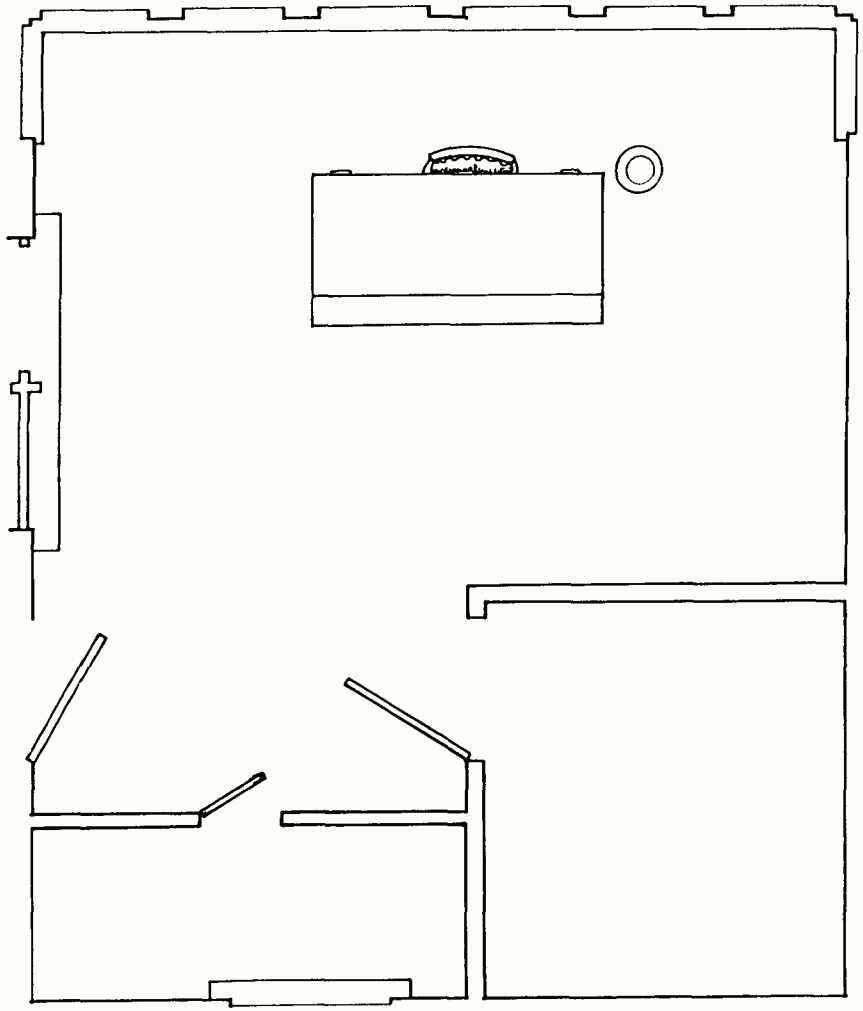
Telegraph Office (203)

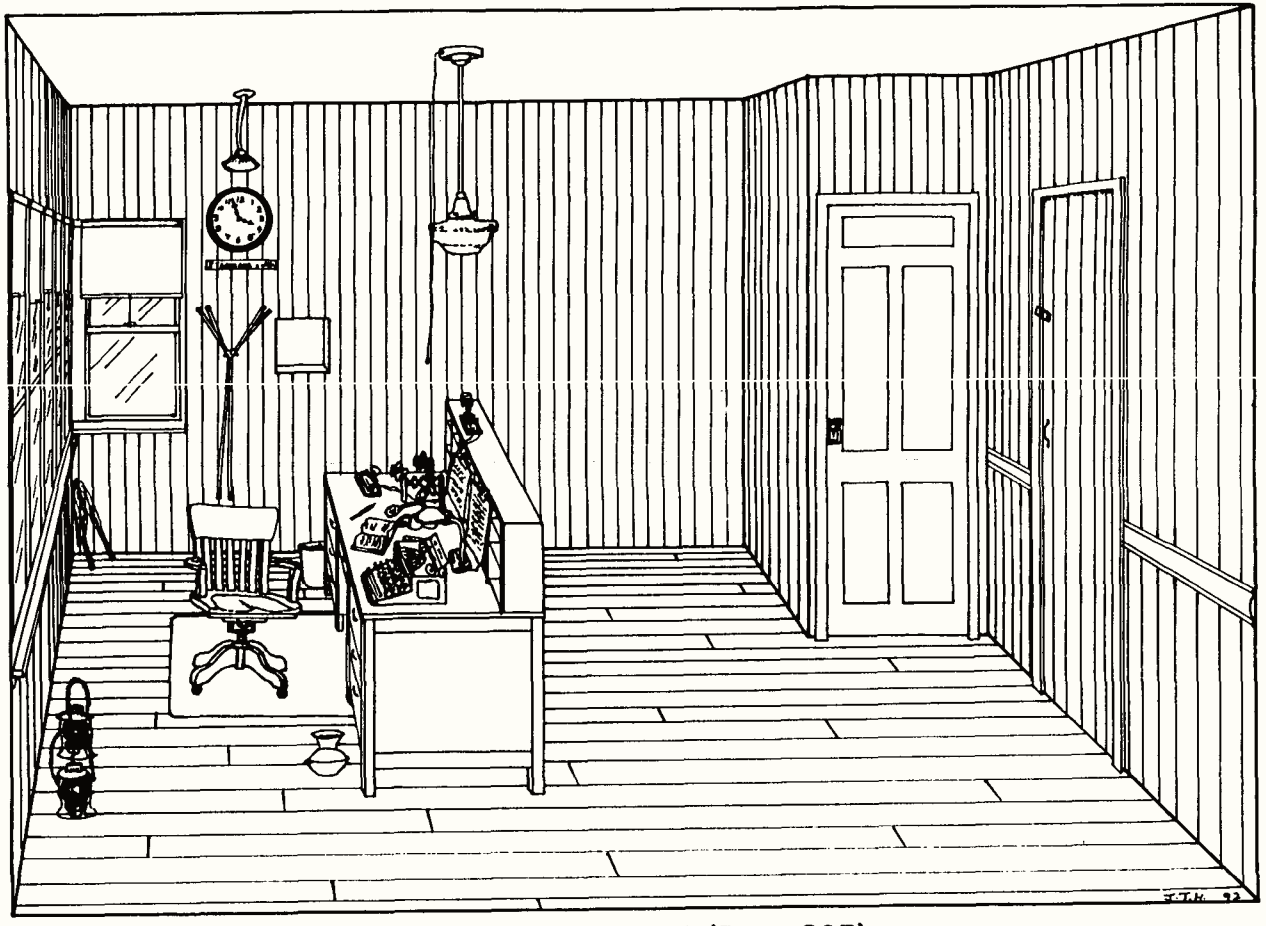
The telegraph office is probably the most intriguing office in the depot. The interesting view from the room in combination with the mystique of the telegraph equipment sets it apart visually as well as functionally from the other offices. The furnishings should appear heavily used. The closet off the south of this room will be included in this section, but due to the simplicity of its furnishings, it is not drawn. The east closet, where the batteries and relay were kept, is to be converted to an egress point by the addition of a door through to another room. The ceiling light is included in the list as this room has one of the few remaining examples of original hardware. Although the track side windows should be accessible at the room's northwest corner, the desk should be protected by an unobtrusive barrier.

TELEGRAPH OFFICE (Room 203) PLAN



·NO SCALE·





TELEGRAPH OFFICE (Room 203)

·NO SCALE·

BUILDING
NORTH

Object and Location	Documentation	Recommendation
TELEGRAPH OFFICE		
Flat-top DESK, with a large bank of pigeonholes across the back, large, wooden, ca.1920 (center with long axis running east to west across the room)	Frazier interview, 1992; figure 17.	Acquire period desk and pigeonholes.
Swivel CHAIR, with rollers, standard office style, wooden, ca.1920 (place between desk and north wall)	Frazier interview, 1992; figure 22.	Acquire period chair.
CHAIR MAT, rubberized ca.1930 (under desk at sitting position)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction chair mat.
WALL CLOCK, round, ca.1920 (on east wall near window, where a ghost mark of the original clock still exists)	Frazier interview, 1992; physical evidence.	Acquire period wall clock.
SIGN, small sign reading "STANDARD CLOCK" (mounted below the wall clock)	See photo in Cook, *The Western Maryland Railway*, p. 40.	Reproduce sign.
Railroad LANTERNS, 2, standard, ca.1930 (on floor near windows)	Frazier interview, 1992; figures 17 and 34.	Acquire period railroad lanterns.
WASTEBASKET, standard office style, metal, ca.1920 (beside desk)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction office wastepaper basket.
SPITTOON, common, metal, ca.1930 (on floor near desk)	Frazier interview, 1992.	Acquire period spittoon.

TYPEWRITER, standard Underwood or Remington model, ca.1930 (on west side of desk)	Frazier interview, 1992; figures 18 and 28.	Acquire period Underwood or Remington typewriter.
TRAIN ORDER SNATCH POLES, 2, standard, ca.1920 (hang on east wall below clock)	Inferred from Frazier interview, 1992; figures 17 and 33.	Acquire period train order snatch poles.
CLOCK LIGHT, a small lightbulb with metal shade, attached to conduit hanging from ceiling [to light clock face]	Frazier interview, 1992.	Acquire reproduction lightbulb, socket, and shade.
CEILING LIGHT with white globe, and switch cord, common, ca.1920	Inferred from Frazier interview, 1992; physical evidence.	Acquire period or reproduction hanging light with globe.
DESK LAMP, common, ca.1930 (on desk)	Inferred from Frazier interview, 1992.	Acquire period desk lamp.
Pull-down WINDOW SHADES, 8, green (mount on molding above each window)	Frazier interview, 1992; figures 14 and 17.	Acquire reproduction window shades.
SIGNAL FLAGS, 2, small, red (standing in northwest corner of room)	Inferred from Frazier interview, 1992; figure 19.	Acquire reproduction flags.
Telegraph Operator's TELEPHONE SET-UP: Phone [a mouthpiece resembling a candlestick phone] attached to an accordion phone holder; Headset, a phone headset (on desk); Accordion Phone Mount (mount on desk, centered near back of desk)	Frazier interview, 1992; figures 13, 14, 17, and 18.	Acquire period operator's phone setup.

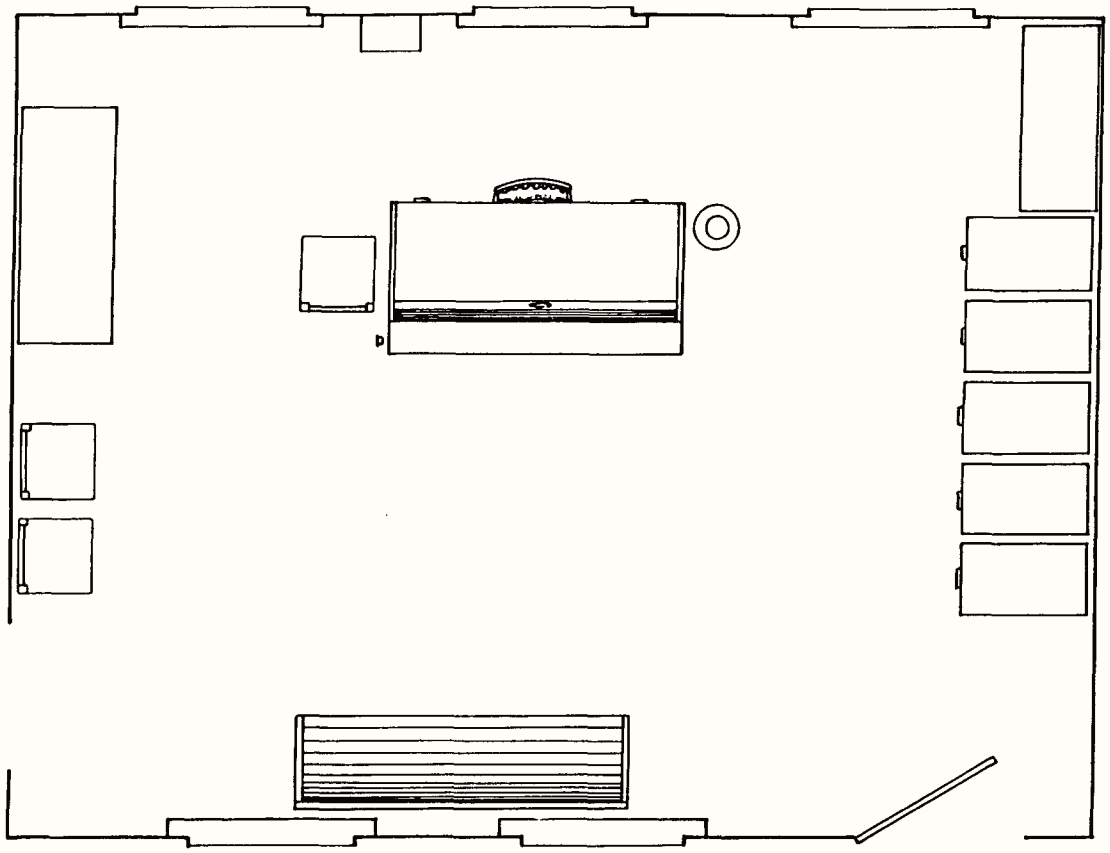
TELEGRAPH SET, ca.1920: Telegraph Key, standard (place telegraph key on northeast corner of desk); Telegraph Sounder with tobacco can (place sounder in desk top resonator box; place small tobacco can onto sounder [done historically to increase volume of telegraph]; Resonator, wooden, desk-top (place on desk near telegraph key)	Frazier interview, 1992; figures 13, 14, 15, 17, and 18.	Acquire period telegraph set.

Collection of OFFICE SUPPLIES, ca.1930: Carbon Paper, 20 (place one in typewriter with two telegram blanks; place remaining sheets in a desk pigeonhole); Note Clips, 5 (attach to top of pigeonholes so they can hold train orders, messages, etc., in front of the operator); Note Holder, nail/spear type (place on desk); Pen and Pencils (place five pencils and one pen in pencil holder); Pencil Holder (place on desk); Pencil Sharpener (mount to window molding behind desk); Rubber Bands, 5, to place around train orders (place in pile on desk); Stapler (place on desk); Typewriter Ribbon, an extra ribbon for the typewriter (place in a pigeonhole); Typewriter Oil Can (place on desk beside typewriter); Wire Desk Basket (place on top of pigeonholes)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction office supplies.

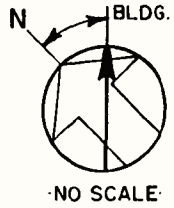
EPHEMERA, ca.1930: Book, C&O "List of Stations, Agents, Operators, Etc." (place on desk); Calendar, C&O (on west wall above sliding window); Pads of Paper, 100 (3 pads on the desk representing a No. 19 Train Order pad, a No. 31 Train Order pad, and a Telegraph Blank pad; 7 pads in the pigeonholes to represent extras; 90 pads in the closet to represent unused stocks and other less used forms--these will be visible from the balcony through a window into the closet); Paperwork, 20 (place paper in wire basket, on note holder, in and hanging from the desk pigeonholes to represent train orders, telegraph messages, manifests, etc.); Train Lists, 2, two folded bundles of paper each bound by a rubber band (on desk). These represent train manifests or train orders.	Inferred from Frazier interview, 1992; Appendix B; figures 12, 14, 15, 16, 17, and 18. [The C&O had numerous pre-printed pads for various types of messages, many of which originated with the telegraph operator. Aside from the pads in use on the desk, there were stocks of stationery kept in the small closet in the south wall of the office.]	Acquire period or reproduction ephemera.

Train Master's Office (212)

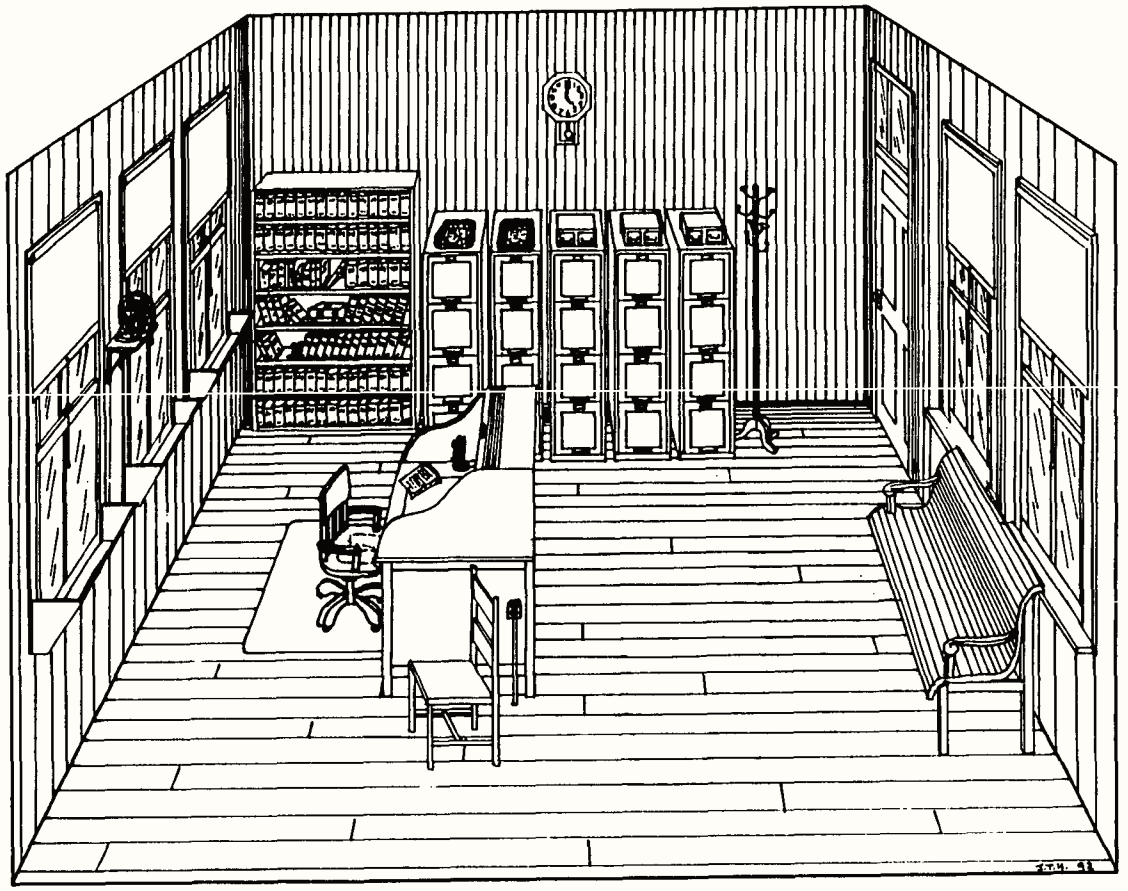
The train master had the best furniture in the building, and probably the least cluttered of the offices. The trainmaster held meetings with employees and important visiting railroad officials, and probably gave employee exams in the office. This office held a number of filing cabinets and records boxes which probably held employee records, operating records, payroll information, train supplies such as car placards and caution labels, reference material, etc. The furnishings should be in relatively good condition.



TRAIN MASTERS OFFICE (Room 212) PLAN



NO SCALE



TRAIN MASTERS OFFICE (Room 212)

·NO SCALE·

BUILDING
NORTH

Object and Location	Documentation	Recommendation
TRAIN MASTER'S OFFICE		
ROLLTOP DESK, large, wooden, ca.1930 (place with long axis running east to west, in the center/north section of the room)	Frazier interview, 1992; figure 20.	Acquire period rolltop desk.
CHAIR with padded seat and rollers, wooden, swivel, ca.1930 (at desk)	Frazier interview, 1992; figure 22.	Acquire period swivel office chair.
CHAIRS, straight-back, wooden, ca.1930 (place two along the south wall, one beside the desk)	Inferred from Frazier interview, 1992; figure 23.	Acquire period chairs.
BENCH, wooden, app. 6 ft. long, ca.1930 (on south wall, facing the yard master's rolltop desk)	Frazier interview, 1992; figures 5 and 6.	Acquire period bench.
BOOKCASE, wooden, app. 6 ft. tall x 4 ft. wide, ca.1930 (against east wall in northeast corner of the room)	Inferred from Frazier interview, 1992.	Acquire period bookcase.
FILING CABINETS, 5, standard, wooden, four-drawer, ca.1920 (against east wall)	Frazier interview, 1992; figure 25.	Acquire period filing cabinets.
INDEX CARD CABINET, 3, metal, two-drawer, ca.1930 (place each one on top of a filing cabinet)	Appendix B; C&O furniture requisitions.	Acquire period index card cabinet.
FAN, 12-inch oscillating model, ca.1930 (on shelf on north wall)	C&O furniture requisitions.	Acquire period fan.

WALL CLOCK, Regulator model, ca.1930 (place on east wall)	Figures 5 and 13.	Acquire period Regulator clock.
Standing COATRACK, wooden, ca.1930 (place beside filing cabinet near door 206)	Frazier interview, 1992.	Acquire period coatrack.
CHAIR MAT, rubberized, ca.1930 (place under desk at sitting position)	Inferred from Frazier interview, 1992; Appendix A.	Acquire period or reproduction rubberized chair mat.
STORAGE CABINET, wooden, app. 8 ft. tall x 4 ft. wide x 2 1/2 ft. deep, ca.1930 (place against west wall). Not seen in working drawing.	Figure 27.	Acquire period cabinet.
SPITTOONS, 2, brass, ca.1930 (place one near desk, one near the bench)	Frazier interview, 1992.	Acquire period spittoons.
LETTER FILES, 40, standard letter files or record boxes, ca.1930 (place in bookcase)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction letter files.
WASTEBASKET, standard office style, metal, ca.1930 (place near side of desk)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period wastepaper basket.
TELEPHONES, 2, candlestick style, ca.1930 (on desk)	Frazier interview, 1992; figure 13.	Acquire period telephone.
Pull-down WINDOW SHADES, 5, green (mounted on moldings above each window)	Figures 5 and 14.	Acquire reproduction window shades.

Collection of OFFICE SUPPLIES, ca.1930: Blotter Pad; Ink Pad; Note Holder, nail/spear type; Pen and Pen Holder, high quality fountain pen and holder; Pencils and Pencil Holder; Seal Press; Stapler; Wire Desk Baskets, 2 (center blotter pad on desk, place all other items on desk, place one each of wire desk baskets on a filing cabinet)	Inferred from Frazier interview, 1992; Appendix B.	Acquire period or reproduction office supplies.

EPHEMERA, ca.1930: Books, 30 (should appear to be an assortment of railroad-related reference books, manuals, and large station ledgers. For example, various years of *Poor's Guide to Railroads*, examination booklets for various classes of employees, back issues of the *C&O Employees Magazine*, station journals, *C&O Annual Reports*, employee timetables, standard supplies catalogues, etc.); Calendar, C&O (on west wall); Paperwork, 40 pieces (place paper in wire desk baskets, on note holder, and in the desk's pigeonholes to give the impression of letters, telegrams, notices, and general paperwork)	Inferred from Frazier interview, 1992; Appendix B; figures 12, 14, 15, 16, and 19.	Acquire reproduction ephemera.

ILLUSTRATIONS

Figure 1. Probably a baggage room desk, unknown C&O/L&N depot, 1946. This is very similar to the clerks station in the baggage room at Thurmond. Notice the pigeonholes and calendar above the desk, the wastebasket to the right of the desk, and the stretcher in storage to the right. Courtesy of the C&O Historical Society.


L&N

Figure 2. Baggage wagon, unknown C&O depot, ca.1945. Courtesy of the C&O Historical Society.



Figure 3. Baggage room, unknown C&O depot, ca.1945. Notice baggage checks (or tags) attached to the luggage. Courtesy of the C&O Historical Society.



Figure 4. Baggage room and storage area, C&O/L&N depot at Newport, Kentucky. Notice portable scale to center, pigeonholes to left, stretcher in storage on wall at the rear of the room, baggage cart, ledgers on counter at right, metal trash can, paperwork on note hooks at left and train order snatch poles on wall at right. Courtesy of the C&O Historical Society.



Figure 5. Waiting room and ticket office, possibly a combined C&O/N&W depot (notice N&W flyers on wall to right), location unknown, ca.1945. The ticket office is to the rear. Notice the clock, pigeonholes, paper, etc., visible through the office door. Courtesy of the C&O Historical Society.

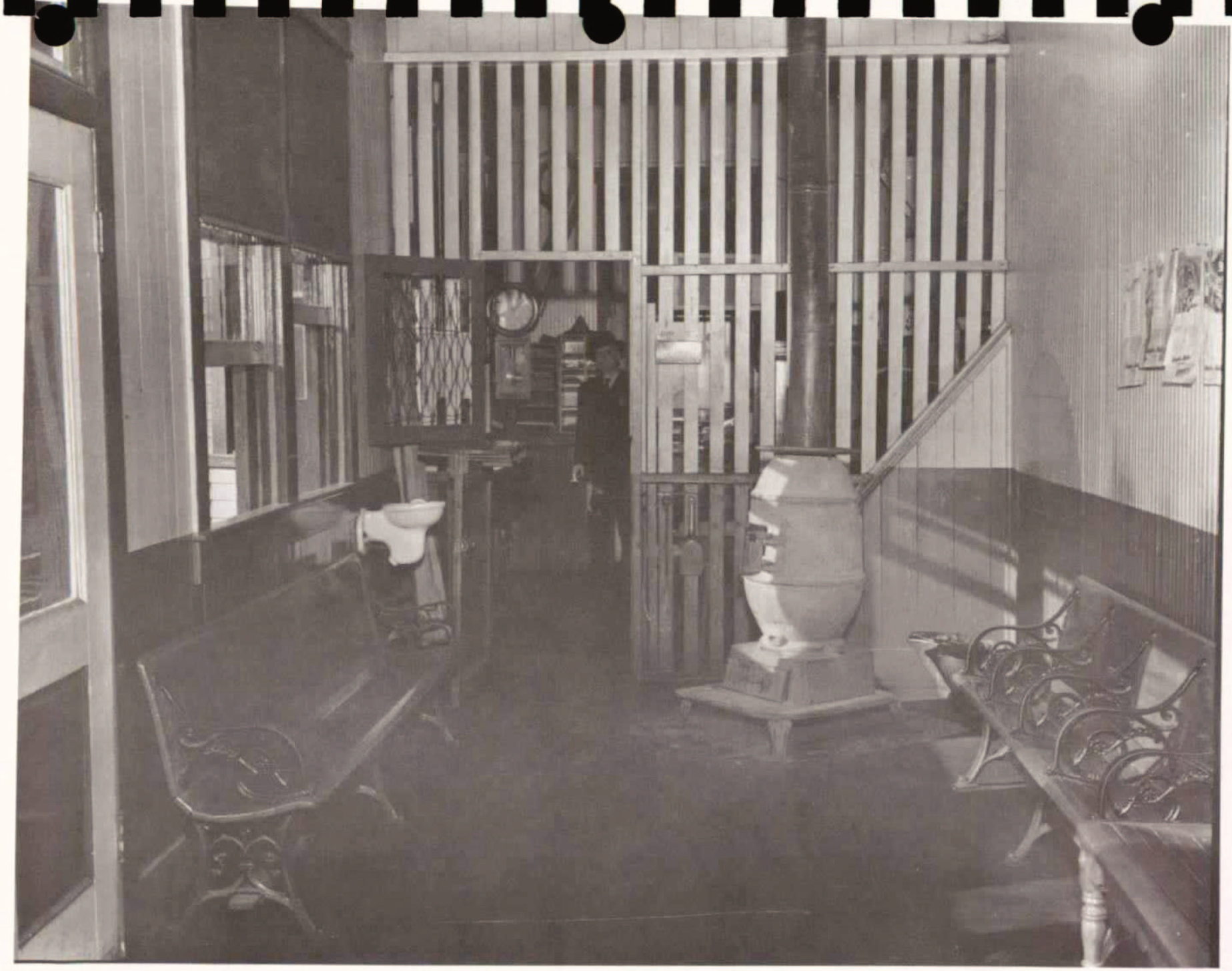


Figure 6. Waiting room in the same unknown C&O/N&W depot as in figure 5, looking in the opposite direction, ca.1945. This appears to be a group of railroad officials looking over some sort of plans. The benches in this room are of the less substantial style, similar to the three small benches to be placed in the Thurmond Depot. Courtesy of the C&O Historical Society.

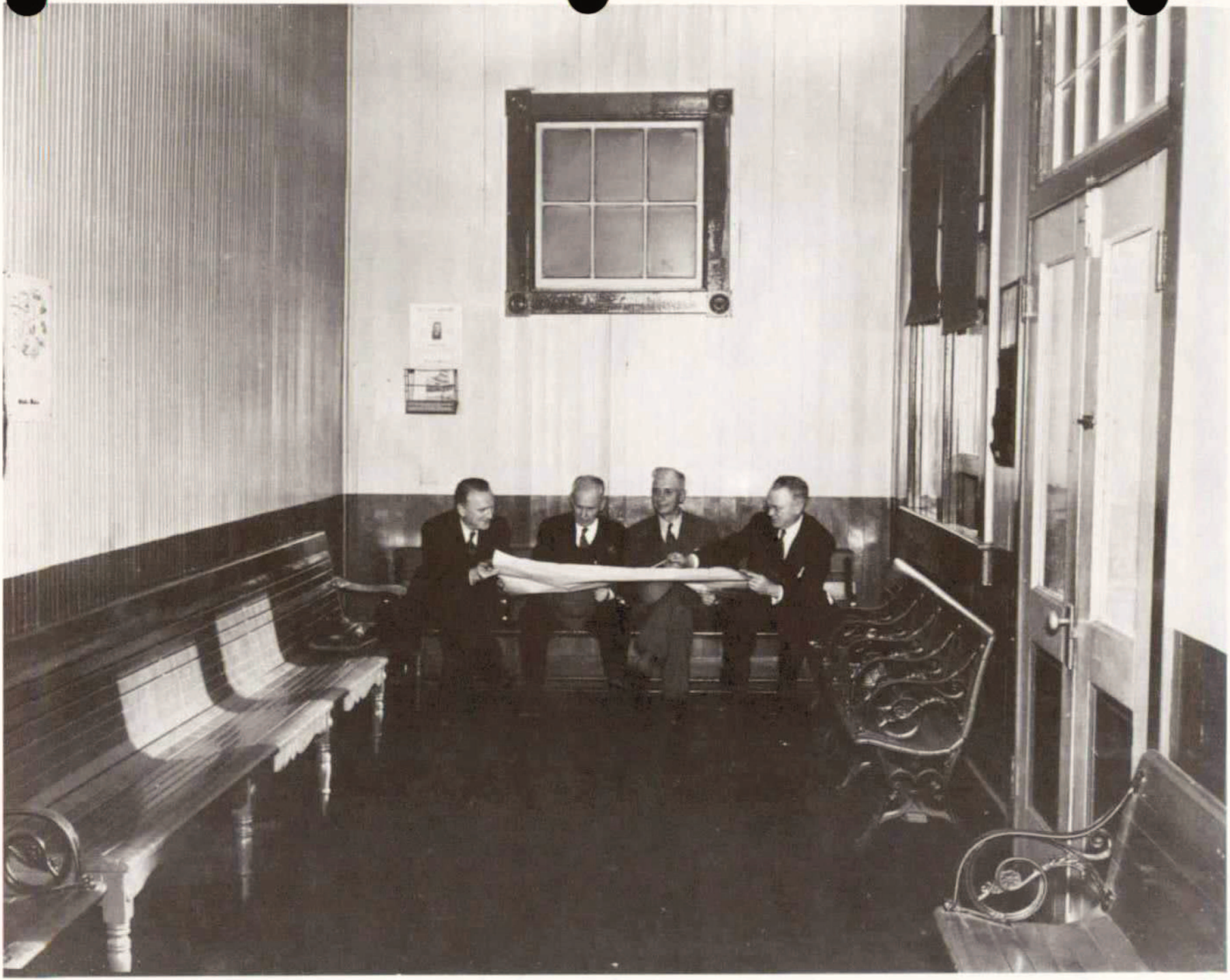


Figure 7. Ticket office window and entrance, unknown C&O depot, ca.1945. Hints of dilapidated furniture can be seen through either doorway (notice the sign above the left door). Through the ticket window there is visible a typewriter, a pencil sharpener, and a timetables rack with various timetables. Courtesy of the C&O Historical Society.


NO ADMITTANCE
TRANSACT BUSINESS
AT TICKET WINDOW

Figure 8. Waiting room & ticket window, a combined C&O/N&W depot, location unknown, ca.1945. In the foreground are excellent examples of the more substantial style of standard waiting room bench found at Thurmond. Also notice the round, ice-cooled water fountain at center left, the fire extinguisher in the left rear corner, and the hanging light with globe. Courtesy of the C&O Historical Society.


TO N.&W. TRAINS
DOWN STAIRS

Figure 9. Waiting room and lavatory entrance, unknown C&O depot, ca.1945. A nice view of the water fountain at left, and also of the smaller style of waiting room bench at right. Courtesy of the C&O Historical Society.


MEN

Figure 10. Waiting room and lavatory entrances, unknown C&O depot, ca.1945. The benches in this photo are quite large at five seats per side, similar to the one in the men's waiting room at Thurmond. Courtesy of the C&O Historical Society.


MEN
WOMEN

Figure 11. The interior of the C&O ticket office at Huntington, West Virginia, 1946. Notice the ticket validating machine on the work counter, the pigeonholes, and the large amount of stationery. Photograph from Sparkmon, *The Chesapeake & Ohio Railway in West Virginia*, p. 6.



Figure 12. The ticket/operator office at Erie, Pennsylvania, 1913. There is a ticket validating machine just under the ticket window, and a ticket case just left of the ticket window. Notice the paperwork and ledgers lying about, the note holders on the walls, and the calendar. The operator is using the telegraph. Photograph from Jenson, *The American Heritage History of Railroads in America*, p. 196.


Frank R. Allen
REAL ESTATE AND INSURANCE
PASSAIC N. J.
MARCH
1 2 3 4 5 6
7 8 9 10 11 12 13
14 15 16 17 18 19 20
21 22 23 24 25 26 27
28 29 30 31
THE ERIE, THE COMMERCIAL RAILROAD

Figure 13. Operator H.A. Sampson and friends in the C&O telegraph cabin at Prince, West Virginia, 1923. Notice the candlestick phones, the Regulator clock, and the desk top resonator box for the telegraph sounder. The operator is sitting in a standard, office swivel chair. Photograph from *The C&O Railway Employees' Magazine*, February, 1923, p. 20.



Figure 14. Interior of Station Agent/Operator's office in the C&O depot at Pratt, West Virginia, 1925. Notice the telegraph equipment on the desk, the Regulator clock on wall to right, the note holders and paperwork on the wall to right, the pigeonholes to right, the phone and headset above seated operator's head, the dilapidated chair, and the notices and posters. Courtesy of the C&O Historical Society.



Figure 15. Agent/operator office at Solway, Minnesota, ca.1910. Photograph from *Metropolitan Corridor*, p. 207. Courtesy of the Minnesota Historical Society. Neg. no. 1769.



Figure 16. Agent/operator office in C&O depot at Renick, West Virginia, 1958. Photograph from *The Durbin Route*, p. 57. Courtesy of Wendell Scott.

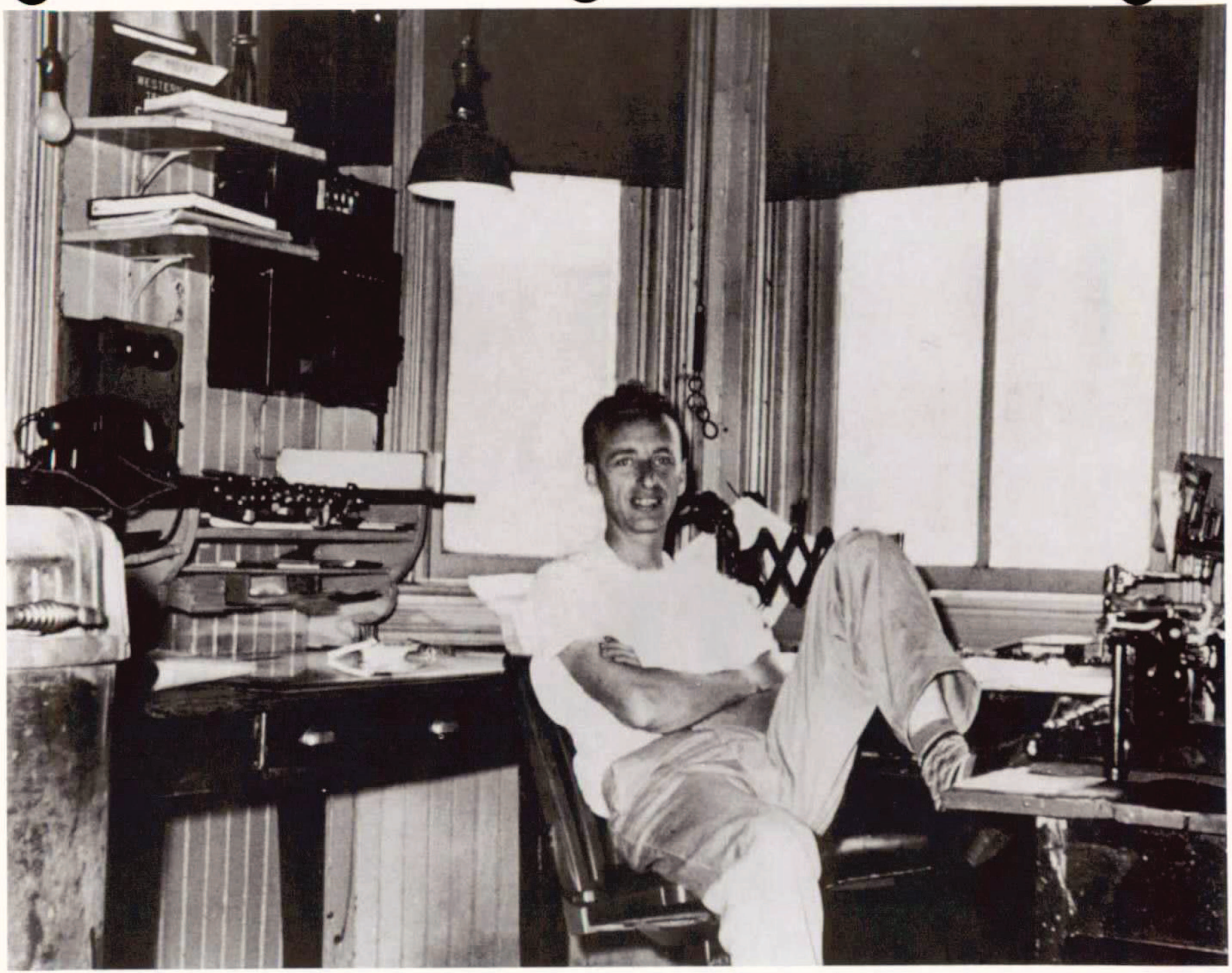


Figure 17. A Western Maryland Railway yard office in Hagerstown, Maryland, ca.1948. Notice the operator's large desk, both telegraph and telephone equipment, and the operator's headset. Paperwork is everywhere. From Cook, *The Western Maryland Railway*, p. 87.


MARYLAND

Figure 18. An operator on the Western Maryland Railway, ca.1960. This is an excellent view of the "accordion" phone holder and operator's paperwork. Photograph from *The Western Maryland Railway*, p. 155. Courtesy of James E. Bradley.



Figure 19. Agent/operator office at the combined C&O/N&W depot at Shenandoah Junction, West Virginia, ca.1957. Notice the lanterns and the two signal flags in the foreground. Photograph from Link, *Steam, Steal, & Stars*, p. 56.


RAILWAY
EXPRESS

Figure 20. A train master's roll top desk, in the train masters office of the Clifton Forge Depot, ca.1935. This photo was discovered in the requisition files found at the C&O Historical Society. Courtesy of the C&O Historical Society.

Figure 21. Index card filing cabinets in the train master's office in Clifton Forge Depot, ca.1935. From the requisitions file found at the C&O Historical Society. Courtesy of the C&O Historical Society.



Figure 22. A swivel office chair with rollers on display at the Hinton Railroad Museum. Photograph from the Institute for the History of Technology and Industrial Archaeology (hereafter IHTIA), West Virginia University.



Figure 23. A worn straight-back chair on display at the Hinton Railroad Museum. Photograph from IHTIA.

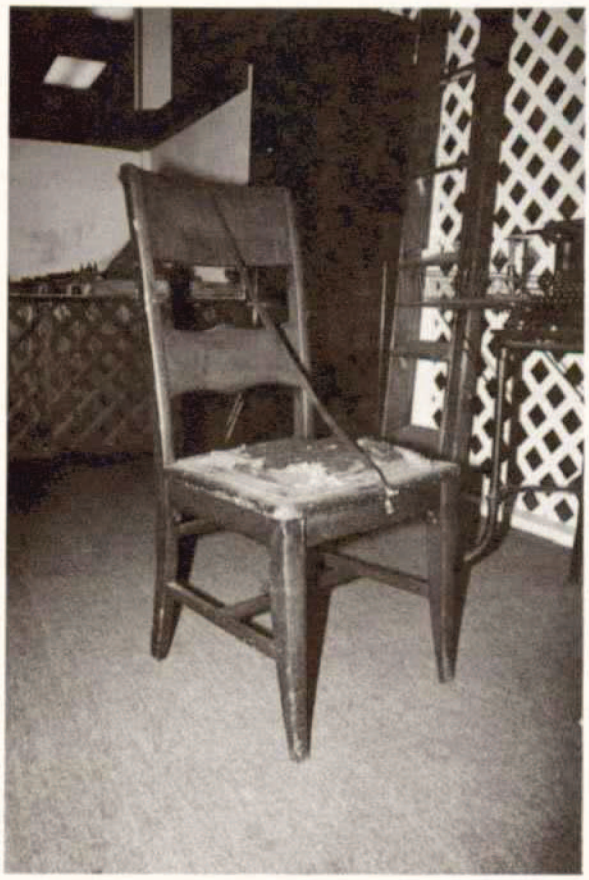


Figure 24. A small, wooden, flat top desk in the women's waiting room of the Thurmond Depot, 1992. A very dilapidated desk, probably at least thirty years old, which was used by the railroad until just recently. Photograph from IHTIA.



Figure 25. An excellent example of the standard wooden filing cabinets found in many offices during first half of the twentieth century, on display at the Hinton Railroad Museum. Photograph from IHTIA.



Figure 26. A wooden locker, very similar to the one found in the Thurmond yard master's office. On display at the Hinton Railroad Museum. Photograph from HTIA.



Figure 27. A large wooden storage cabinet on display at the Hinton Railroad Museum. Photograph from IHTIA.



Figure 28. Remington No. 12 typewriter with stand and office supplies, on display at the Hinton Railroad Museum. Photograph from IHTIA.



Figure 29. 1913 Western Electric "candlestick" desk telephone, in possession of the C&O Historical Society. Photograph from IHTIA.


1913 WESTERN ELECTRIC TELEPHONE

Figure 30. Telegraph relay, in possession of the C&O Historical Society. Photograph from IHTIA.

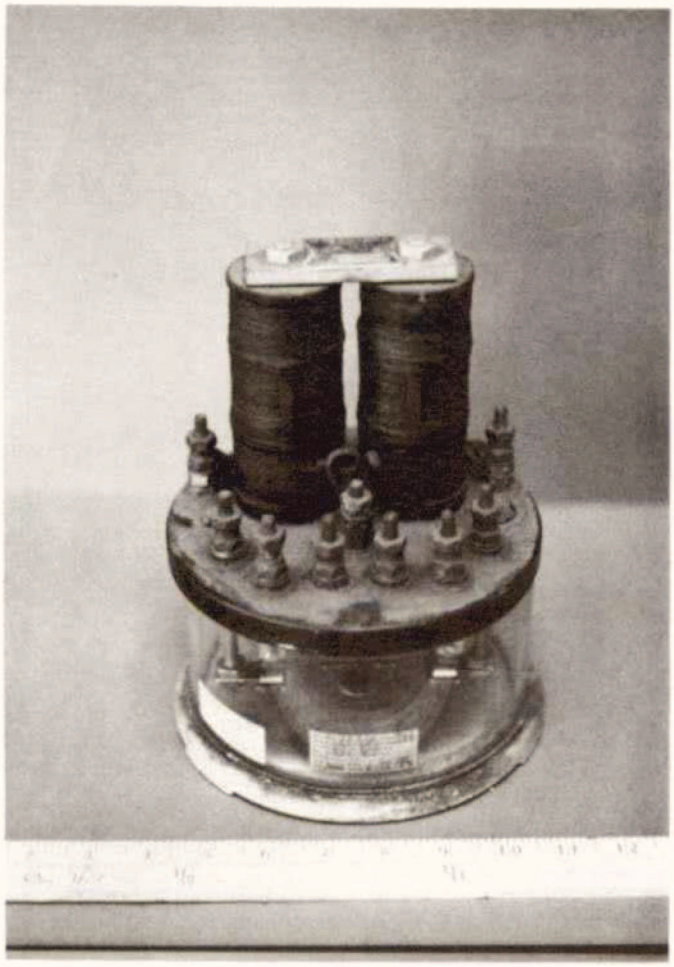


Figure 31. Telegraph sending/receiving setup, in possession of the C&O Historical Society. Photograph from IHTIA.

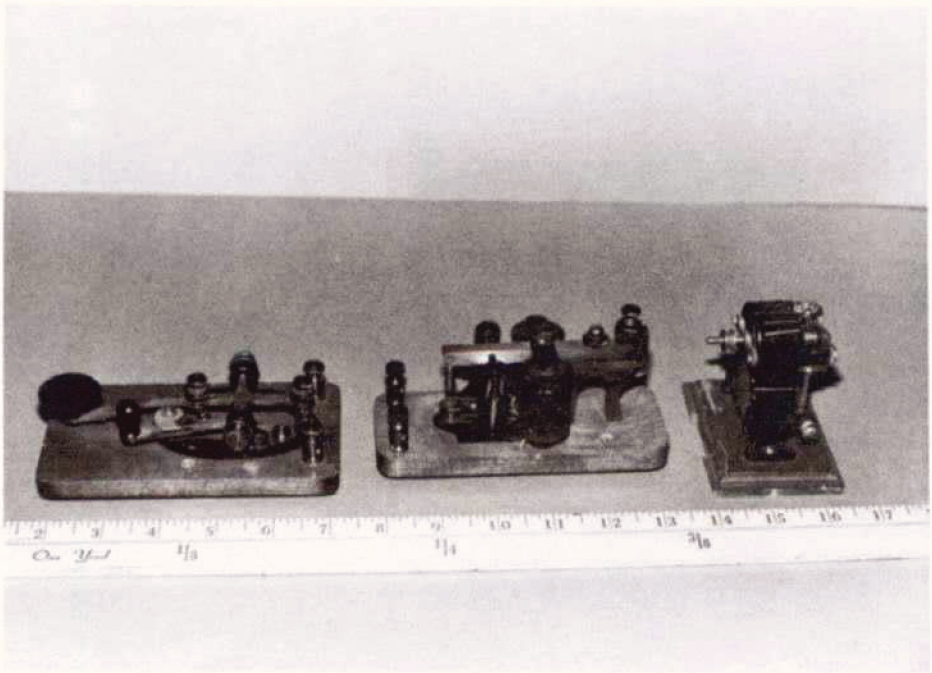


Figure 32. Small "C&O" fire extinguisher, Hinton Railroad Museum. Photograph from IHTIA.

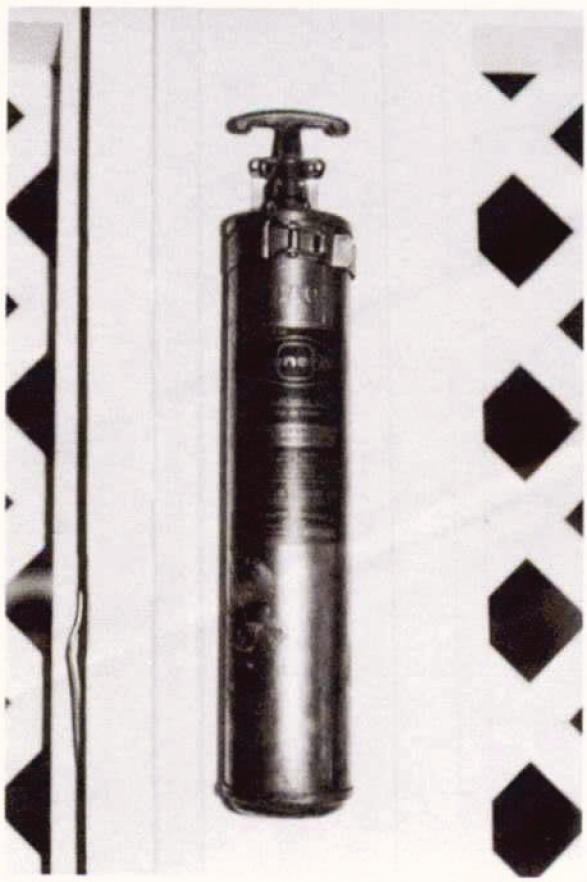


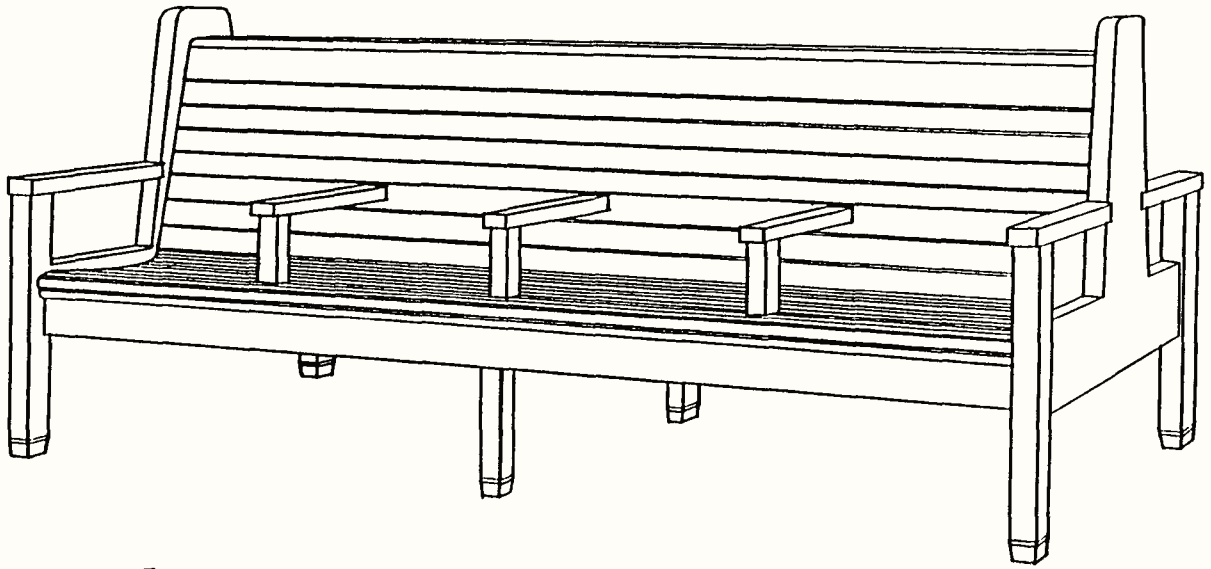
Figure 33. Train order snatch pole, Hinton Railroad Museum. Photograph from IHTIA.



Figure 34. Standard "C&O" railroad lantern in possession of the C&O Historical Society. Photograph from IHTIA.



Figure 35. C&O drawing no. X-3978, "Seating for Passenger Stations, 9-14-23". An excellent example of the plan for large waiting benches like those that were at Thurmond. Courtesy of the C&O Historical Society.



~ Specifications ~

All seats shall be substantially built. Seats and back solid clear red birch, all other parts birch veneered. Singles and doubles to match. Division arms 7'-0" o.c. All seats dull dark mahogany finish.
Width floor space singles 23", Doubles 46".
Height of back not less than 36".
Cast brass shoes on all legs.

Revisions
1-20-31 HSC

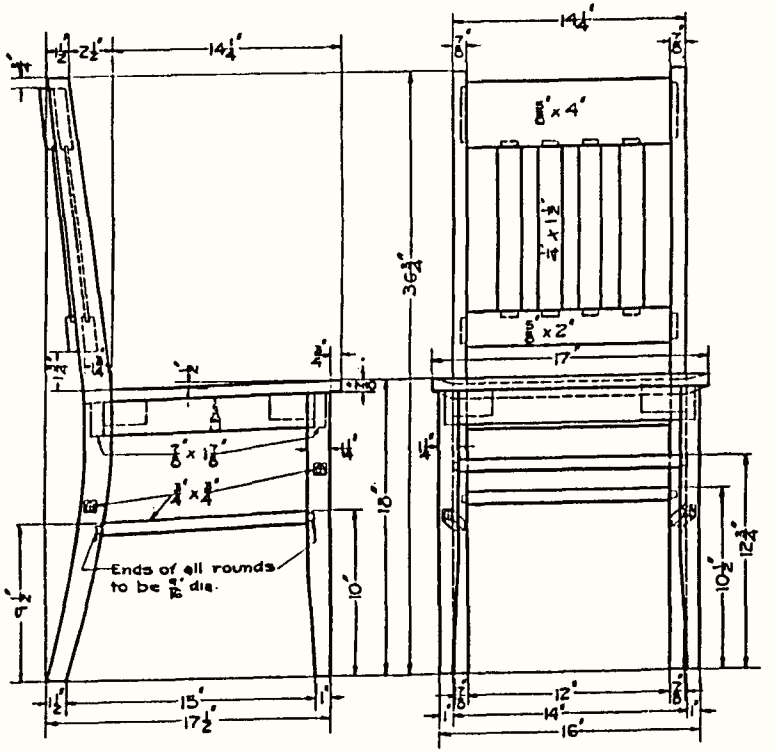
The Chesapeake and Ohio Ry. Company
Chief Engineer's Office. Richmond, Va.

Seating
for
Passenger Stations

All Divisions.

Scale:- None. Date:- 9-14-23 Made By:- W.T.O. Checked By:-		Drawing No. X-3978

Figure 36. C&O drawing no. S.C.-69 "Standard Chair, 11-20-28". Courtesy of the C&O Historical Society.



Note:
Material-White Oak.
Finish-Natural Wood-Varnish.
All tenons and joints glued.
Seats fastened securely with screws.
Braces glued and screwed.
Letters C.&O. or H.V. to be burned on underside of seat in letters 1" high.

This chair for use on baggage and combine cars and for general use.

Item No. 13-20-1

Scale in Inches
0 2 4 6 8 10 12

Approved: Standards Committee

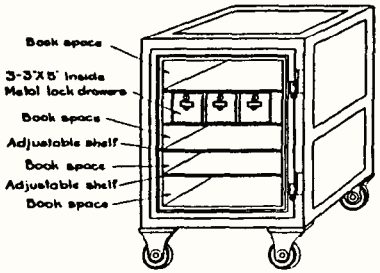
Chairmen

Approved:

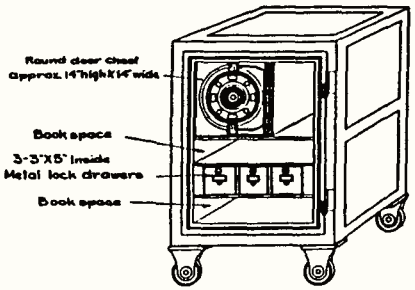
Vice President-Operation

REVISIONS	THE CHESAPEAKE AND OHIO RAILWAY COMPANY THE HOCKING VALLEY RAILWAY COMPANY
Supersedes C.&O. Drwg. 374-2 and H.V. Drwg. 8892.	STANDARD CHAIR
R.V. R.V.	CHIEF MECH. OFFICER C.&O.RY.-RICHMOND, VA. NOV. 20-1928 — DRAWING NUMBER S.C.-69

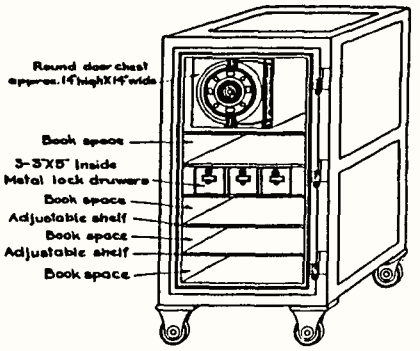
Figure 37. C&O drawing no. s.c.-43 "Standard Safes, 9-29-1928". Courtesy of the C&O Historical Society.



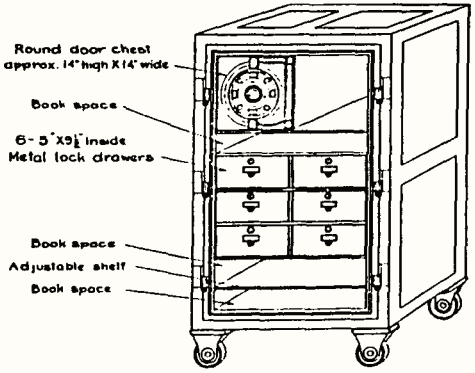
SAFE No. 1
FOR SMALL STATIONS
27" HIGH 22" WIDE 17½" DEEP INSIDE DIMENSIONS
INNER DOOR TO BE SPECIFIED WHEN DESIRED
ITEM NO. 13-70-9



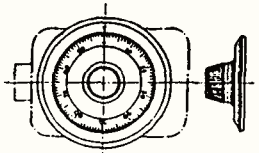
SAFE No. 2
FOR MEDIUM TICKET OFFICES
30" HIGH 22" WIDE 17½" DEEP INSIDE DIMENSIONS
INNER DOOR TO BE SPECIFIED WHEN DESIRED
ITEM NO. 13-70-10



SAFE No. 3
FOR LARGE FREIGHT STATIONS
42" HIGH 22" WIDE 20" DEEP INSIDE DIMENSIONS
INNER DOOR TO BE SPECIFIED WHEN DESIRED
ITEM NO. 13-70-11



SAFE No. 4
FOR LARGE TICKET STATIONS
47" HIGH 28" WIDE 17½" DEEP INSIDE DIMENSIONS
INNER DOOR TO BE SPECIFIED WHEN DESIRED
ITEM NO. 13-70-12



THIS TYPE DIAL KNOB TO BE APPLIED
TO ALL SAFE AND CHEST LOCKS

NOTE:-
This drawing is intended to show interior arrangement only.
For details see latest revision of specification No. S.C. 182.

Approved: Standards Committee

Chairman

Approved.

Vice President - Operation

REVISIONS
Supersedes Dwg. S.O. 47-21
W.N.C. | W.N.C. | J.H.R.

THE CHESAPEAKE AND OHIO RAILWAY COMPANY
THE HOCKING VALLEY RAILWAY COMPANY

STANDARD SAFES

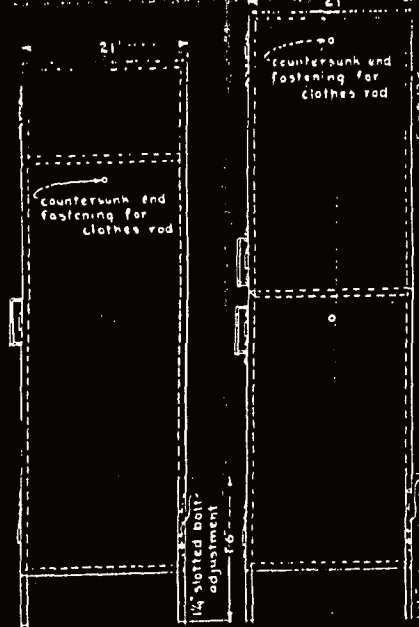
CHIEF MECH. OFFICER
C. & O. RY. RICHMOND, VA.
SEPT. 29, 1928.

DRAWING NUMBER
S.C.- 43

Figure 38. C&O drawing no. MW. 2067 4-A-65 "Standard Steel Clothes Lockers For Camp Cars." The "single" version is similar to one which was in the Thurmond yard master's office. Courtesy of the C&O Historical Society.

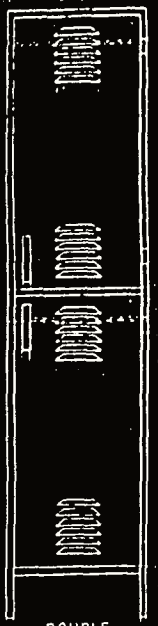


FRONT ELEVATION
DOORS REMOVED



SIDE ELEVATION





SINGLE DOUBLE
FRONT ELEVATION
DOORS IN PLACE

NOTE:

Sides, top, bottom, and shelf shall be made of No. 24 guage steel, upright sheets flanged on both sides, horizontal sheets flanged on 4 sides. Door frame uprights shall be made of No 18 guage steel, cross pieces No. 16 guage and rear legs No. 14 guage. Hinges shall be 2" wide with 5 loops. Lock shall be flat key cylinder type all bolts being removed from inside.

Locker shall be painted with the best quality olive green baked at an even temperature a sufficient length of time to secure a hard durable finish.

Double lockers shall be used with cars housing 8 or more men.

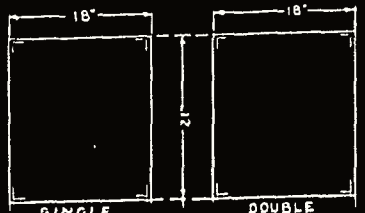
Approved. Standards Committee

Chairman

Approved:

Vice President-Operation

Scale in Inches
0 3 6 9 12 15 18



PLAN

REVISIONS		
J.J.C.T.	J.J.C.F.	D.L.A.

THE CHESAPEAKE AND OHIO RAILWAY COMPANY
THE HOCKING VALLEY RAILWAY COMPANY

STANDARD STEEL CLOTHES LOCKERS FOR CAMP CARS

ENGR. MAINT. OF WAY
C. & O. RY. RICHMOND, VA.
FEBRUARY 18, 1930

DRAWING NUMBER
MW. 2067
4-A-65

APPENDIXES

APPENDIX A

Job Descriptions (taken from C&O Rules, 1931)

TRAIN MASTERS

Train Masters report to and receive instructions from the Superintendent.

They will exercise general supervision over all employees in train, yard and station service on their respective divisions and subdivisions, will know that they are fully qualified, that they understand and observe the rules and that no employee is allowed in train service without having passed the prescribed examination.

They will give special attention to the prompt and regular movement of traffic, see that the proper number of cars are moved by each engine and that no more trains are run than is actually necessary: will carefully inspect all passenger equipment and know that it is kept clean, watch and investigate the detention of trains, be familiar with the proper distribution of cars and see that they are promptly loaded and unloaded, and will make frequent inspections of train equipment, bulletin books, and train registers, and be responsible for their condition.

They will, in case of accident, proceed to the place, when necessary, and take general charge of clearing the road, and protect the wrecked property.

They will perform other such duties as may be assigned to them by the Superintendent.

SUPERVISORS OF TRACK

Supervisors of Track report to and receive instructions from the Division Engineer.

They will be responsible for the proper and safe conduct of work in connection with the maintenance of track, roadbed, and right of way on the territories assigned.

They will have direct charge of all section and extra forces and will direct their work and check their time and material reports to assure themselves that the work is being properly and economically performed.

They will make the prescribed periodic inspections of track and other facilities under their jurisdiction, visiting forces under their supervision as frequently as conditions will permit to instruct them in the performance of their work.

In case of damage to facilities under their jurisdiction, they will assemble the necessary men, equipment, and materials and proceed to the point of the accident, making the necessary repairs. An investigation must be made of all accidents to such facilities and the proper report rendered.

They must know that combustible materials are cleaned from around all bridges, trestles, and structures, and that waterways are kept free of obstructions. They must see that bridge seats, the tops of piers, and other readily accessible portions of bridges and trestles are kept clear of dirt and cinders and that water barrels are kept filled. They will keep themselves informed in connection with work being done on their territories by contractors or others not under their supervision to see that work is done in such a manner as to not endanger the facilities under their jurisdiction, Making a report to the proper authority when conditions endangering such facilities are observed.

They will not permit encroachment upon the company's right of way or occupancy of its buildings of facilities without proper authority.

YARD MASTERS

Yard Masters report to and receive instructions from the Train Master, or station agent, as may be directed by the Superintendent.

They will have supervision over the yards, and all persons employed therein.

They will see that the engines and trains are ready to start at the appointed time, that enginemen and trainmen are at their posts, that proper records are kept of cars arriving and departing, that waybills are provided for cars arriving and departing, that cars are properly inspected, and those requiring repairs are sent to the shop, and that all official notices are bulletined.

STATION BAGGAGE AGENTS

Station Baggage Agents report to and receive instructions from the Station Master, or Station Agent, and will comply with instructions issued by the General Baggage Agent.

They will have charge of the Baggage-room and persons employed therein.

They will see that no unauthorized person has access to the baggage-room.

They will be responsible for baggage and train mail while in their charge; and for the security and proper use of baggage checks.

They will handle all baggage carefully.

PASSENGER CONDUCTORS

Passenger Conductors report to and receive instructions from the Train Master and will obey the instructions of the Station Master or Yard Master. They will comply with instructions issued by the Passenger and Accounting departments.

They will be responsible for the movement, safety, and care of the train, and for the vigilance and conduct of the men employed thereon, and must report any misconduct or neglect of duty.

They will compare watches with engineman and trainman, each trip before departure of the train. They will never entrust the duties of flagman to any person not entirely familiar with them, except in emergency, and then will give the fullest instructions in such duties which circumstances will permit.

They will know that the men employed on the train are familiar with their duties.

They will report for duty, in uniform, at the prescribed time before leaving time, and assist in making up the train when necessary.

They will inspect a train before leaving a terminal where car inspectors are not provided, and see that cars are clean, and that all appliances are in working order.

They will see that sufficient cars are provided to seat all passengers when possible and before starting from terminals and before arriving at other stations where large numbers of passengers usually embark, have all seats in all coaches properly turned for use of such passengers. They will not allow any passenger to occupy more than one seat when required for other passengers.

They will not allow passengers to use seats in coaches on which to deposit baggage when such seats are required for passengers. When necessary, conductors and trainmen will request the owners in a polite manner to remove baggage or packages from seats or aisles, and in case they refuse to do so, conductors and trainmen will remove them in a careful manner, placing them in overhead racks or on the floor, within easy reach of the owner, such baggage must not be placed or allowed to remain in the aisles of cars.

They will not permit the train to be moved while passengers are getting on or off.

They will, when passenger trains for any reason cannot make their schedule time, advise the Chief Train Dispatcher promptly; and when they have knowledge that the train is detaining a following passenger train and are at a point where they cannot communicate with the Chief Train Dispatcher, will arrange to let the following train pass Promptly.

They will report all cases of rough starting, handling or stopping of passenger trains.

In case of accident, they will command the service of engines and other employees of other trains should the emergency so require.

They will, when examining tickets, inform passengers destined to points on branch or connecting lines at what station they will change cars, and of the probable location and leaving time of the train to which they change.

No persons, excepting those governing those specified in the instructions governing free travel, will be allowed to ride on any train without proper ticket or pass, or payment of fare.

They will, if any person shall refuse to produce proper ticket or pass, or pay fare, cause the train to be brought to a stop at a regular station, or near some dwelling house, and request such person to leave the train. In case of refusal they will remove such person therefrom. It should not be in such a place, in such weather, or such unseasonable hour as might ordinarily endanger the health or safety of the person ejected. The person ejected must not be a child, a person of unsound mind, or in such feeble or helpless condition as to be unable to take care of himself or herself at the point where ejected. It is the duty of conductors to protect passengers lawfully on their trains from rudeness, threatened violence, abusive or obscene language and any passenger acting in a disorderly manner, or who annoys other passengers as stated above, may be removed from the train at the next station, whether provided with ticket or not. Each conductor will be held responsible for the exercise of reasonable discretion in the performance of this duty, in maintaining self-control, and being careful to use no unnecessary force that might subject the Company to litigation or annoyance, and when necessary to eject a person from the train, will ascertain name and address of such a person, and the names and address of a number of passengers who witnessed the removal, and report the occurrence to the Superintendent.

Train employees will not occupy seats with passengers, nor enter into conversations with them, further than is required in the discharge of their duty, and in answering questions politely. They will not solicit business for

any hotel or transportation company; nor permit hotel runners, or other unauthorized persons, to solicit business or distribute advertising matter, or beggars to solicit on the train.

Gambling on the train is strictly forbidden.

They will see that as little noise as possible is made in and about sleeping-cars at night.

All articles left by passengers will be marked to indicate on what date and train they were found and by whom, and left with Station Master or designated place at terminal.

They will make memorandum of any occurrence that is important to record, and with the date and a brief statement of the circumstances.

FREIGHT CONDUCTORS

Freight Conductors report to and receive instructions from the Train Master, and, at stations and yards, will also obey the instructions of the Station Agent or Yard Master.

They will report for duty at the required time, and assist in making up the train when necessary.

Where required, they will compare time with the engineman and brakeman who will act as flagman, each trip before departure of the train. They will never entrust the duties of flagman to any person not entirely familiar with them, except in emergency, and then they will give the fullest instructions in such duties, which circumstances will permit.

They must know that the men employed on the train are familiar with their duties.

Except where otherwise directed, they will look over the train carefully before starting, and know that the couplings, brakes, and running gear are in good order, and that the prescribed signals are directly displayed.

Flat cars will be placed near the rear of the train, and camp cars will be placed next to the caboose.

They must have proper authority for the movement of each car in the train.

They will not take cars that are improperly loaded or overloaded, or cars not in a condition to run safely, and will report all such cases by wire to the Superintendent.

Unless otherwise directed, they will not start the train from and inspection station until the inspectors have given notice that their work is finished.

They will inspect the train as often as opportunity offers during the trip.

They will collect all brasses, drawheads, car doors, and other material broken from cars, when practicable, and when not practicable, report to the Train Master where they are left.

They will, when crippled cars are cut out of the train, report the fact by wire to the Chief Train Dispatcher, and in case they are left where there is no station agent, take the slips or waybills to the next regular station, making endorsement as to the action taken.

They will see that doors of all empty cars in the train are properly closed and fastened while in transit.

They will be responsible for the movement, safety, and proper care of the train, and for the vigilance and conduct of the men employed thereon.

They will station themselves on the train in the best position possible to enable them to see that the train is intact, and that their trainmen properly perform their duties, so as to insure the best possible management of the train; and must know that their flagmen go out promptly when necessary to flag, and with proper signals.

In approaching yard limits, ends of double track, railroad crossings at grade, drawbridges, junctions, water stations and meeting points, where the train may be required to stop, also in ascending and descending heavy grades, trainmen must all be in proper position on the train, and when practicable, should consult the air pressure gauge in the caboose to know that brakes are properly charged.

They will see that hand brakes, when used, are applied so as to avoid sliding or overheating the wheels. Braking should be changed in descending long grades.

They will see that brakes are set on cars left on side tracks, and where on grades or during high winds that the wheels are blocked. So far as possible, all cars on side tracks will be left coupled.

In switching, where it is necessary to move cars that are loaded or unloaded, notice will first be given to all persons in or about such cars. When cars are moved, they will be returned to the same position as found.

They will comply with local ordinances relating to the obstruction of public crossings.

They will, in leaving cars on side tracks, see that they are entirely clear of any street, highway, or private crossing. When placing cars on sidings adjacent to running tracks where there is a public road crossing, Trainmen will place the cars as far from the road crossing as conditions will permit, in order that persons approaching the crossing will have an unobstructed view of approaching trains for as great a distance as possible.

They will carefully check, with the waybills (in conjunction with the station agents if possible) all freight loaded and unloaded, and make a record of freight over, short, or in bad order. When necessary to transfer freight from one car to another. They will record the transfer on the face of the waybill, together with the number of the car to which it was transferred.

Passengers will not be carried on freight trains without proper authority. Tramps or other trespassers must not be allowed to ride; and every precaution will be taken to prevent cars from being robbed while in transit.

They will make memorandum of any occurrence connected with the trip that is important to record, with a date and a brief statement of the circumstances.

They will at the end of each trip make out all reports required, observing all instructions, and deposit such reports in the places prescribed.

FREIGHT BRAKEMEN

Freight Brakemen report to and receive instructions from the Train Master, and while on trains are subject to the instructions of the conductor, and at the terminal stations are also subject to the instructions of the Station Agent or Yard Master.

They will report for duty at the required time, and assist in making up the train when necessary.

They will look over the train carefully before starting, unless otherwise directed, and know that the couplings, brakes, and running gear are in good order; and inspect the train as often as possible during the trip.

They will keep a constant lookout, while running, for defects on cars in their own trains, also watch passing trains for defects.

They will, in approaching yard limits, ends of double track, one mile before reaching and while passing railroad crossings at grade, drawbridges, junctions, waterstations, and other points, where the train may be required to stop, also in ascending and descending heavy grade, be in proper position on the train.

They will see that chains on rear end of cabooses are kept securely fastened.

Rear brakemen or flagmen will compare watches with the conductor. Front brakemen will compare watches with conductor or engineman.

Rear brakemen or flagmen must consider it their especial duty to protect the rear of the train in accordance with the rules, and they will allow nothing to interfere with the prompt and efficient discharge of this duty. They will obey the signal from the engineman prescribed by the rules but will never wait for the signal or instructions from the conductor when the train needs protection.

TELEGRAPH OPERATORS

Telegraph Operators report to and receive instructions from the Chief Train Dispatcher and will comply with the instructions of Chief Operator, Manager, Station Master, and Station Agent.

Day (or forenoon) operators are managers of their respective offices unless otherwise directed.

They will be constantly on duty during the prescribed hours, and at day and night offices will not leave the office until relieved.

They will notify relieving operator, or signalman, in writing on prescribed form, of all orders to be delivered or of any unfinished business.

Day offices will not be closed for the night until "G.N." is given by train dispatcher. Before leaving, a card will be placed on the window, which can be read from the outside, showing where the operator can be found.

They will report the weather as required, and in case of sudden change, heavy storm, fogs, make a special report to train dispatcher.

They will report promptly by wire to the Chief Train Dispatcher when signals are not in proper working order.

They will keep the telegraph office strictly private and permit no persons in the office, except employees in discharge of their duties. Students may be allowed in telegraph offices when permitted by the Chief Train Dispatcher.

They will consider the telegraph a confidential service and treat the contents of messages which are sent, received, or overheard, accordingly.

They will, when messages are offered for transmission which could apparently go by train mail, call the attention of the person signing the message to the fact, and, if still so requested, transmit the message, sending a copy by mail to the Superintendent of Telegraph and Signals for investigation.

They will, in transmitting messages, give the individual signal before the first and after the last message, and in receiving, give the individual signal at the time "OK" is given, unless called for sooner by sending operator. The receiving time, together with the above signals, must be recorded on all messages.

Messages, unless on Company business, or signed by some officer of the Company or its immediate connections, will be refused. Unnecessary communication on the wire between operators is forbidden.

At all offices where arrangement has been made for the handling of public telegraph business, managers and operators will be held accountable for prompt and proper handling and reporting of such telegraph business in conformity with the requirements of the Telegraph Company, and will carry out the instructions of the Superintendent of Telegraph and Signals with regard to the same.

They must have thorough knowledge of switchboards and their manipulation, all wires leading to their office, all instruments used in telegraphing and the care and maintenance of necessary batteries. They will keep their instruments and appliances clean and in good order, but will not take them apart or alter the arrangement of wires, tables, switchboards, instruments,etc.

They will, where their office is a day office only, or a night office only, cut out all instruments at the switchboard, before leaving, and in doing so will be careful not to get the pins in wrong places, crossing wires.

They will, after an electrical storm, examine ground plate or plates on switchboard for ground by fusing of plate to strips, and clean off any roughness on plates or strips caused by fusing.

They will make such wire connections on switchboards and make such wire tests as they may be directed to do by the wire chief, and will respect his signal and obey his instructions promptly. When directed by a wire chief to open or ground a wire they must not fail to reply, "Now," immediately upon doing so. They will not make any wire connections unless directed to do so, and will always keep an instrument on the wire on which directions are being given until the desired communication is restored.

They will observe all interruptions to circuits, and frequent examinations of office connections, viz: at switchboards, at relays, and at keys underneath the table, and at lightning arresters or any other devices in circuit with the wires.

They will use great care in adjusting their instruments at all times (by coils rather than springs), and especially in bad weather, never opening the key unless they are positive that wire is not being used.

They will sign their own office call after every third call. When and operator has called an office nine times he will yield to any other office wanting the circuit.

They will regulate the speed of transmitting the message to suit the ability of the receiving operator.

Under ordinary circumstances the sending operator will be held responsible for errors in transmission.

An operator sending to an office can retain circuit by saying "HR" after signature to a message and before signing his office call; but this will not prevent him from taking the business of any office after he has finished sending it, owing to the fact that he has business for other offices. The key must never be thrown open to hold the circuit.

They will, in transmitting messages going over more than one circuit, write the name of the originating office in full, also the name of the place to which the message is addressed, instead of using only the office calls of these places.

They will not change their personal signals without permission from the Chief Train Dispatcher, or other person in charge of operators on the division or subdivision.

APPENDIX B

C&O Stationery & Supplies Catalogue, ca.1940
(found in the Hinton C&O Depot)

Supplies, pp. 184
Printed Forms, pp. 192

THE CHESAPEAKE AND OHIO RAILWAY COMPANY

LIST OF

Stationery Supplies and Printed Forms Stocked by Stationery Storekeeper.

Standard Supplies (not requiring Stationery Committee's approval) not stocked by Stationery Storekeeper.

(See paragraphs 3 and 4 of instructions as to preparation of requisitions)

INSTRUCTIONS

stock before preparing requisition and do not order a surplus.

individual in each office should compile requisitions and check stationery upon arrival.

umn headed "Monthly Consumption" is for information of maker of requisition. This should be care-worked out and revised from time to time as may be necessary.

3.—Requisition for stationery supplies not contained in this list is to be made on Form S-77, and submitted to the Stationery Committee for approval, care of R. W. Kirtley, Secretary of Stationery Committee, Richmond Va.

Requisition for and repairs to typewriters, adding, calculating, dictating, transcribing and duplicating machines, use Form S-77 and submit it to the Stationery Committee for approval.

Requisition for rubber stamps, should have attached impression or diagram, specifying length of stamp and size of type, and be submitted to the Stationery Committee for approval.

Requisition for existing printed forms not stocked, does not have to be approved by the Committee. Prepare separate requisition, Form S-77, for such forms and attach five copies of each form.

Stationery supplies and printed forms not stocked, should be ordered thirty days in advance of your needs.

4.—Requisition for stationery supplies and printed forms stocked, is to be made on Form S-77, unit being specified as indicated in this list, and approved by the Superintendent or the head of the department.

List the items on Form S-77 in the order as printed herein.

When ordering forms specify the form number, caption is unnecessary.

When ordering binders, specify the make, style, kind, temporary or permanent; sheet size, binding side, distance between centers of holes; also specify the number stamped or printed on the inside of the back of the binder and attach a copy of the form that is to be used therein.

5.—Stationery requisitions from employes not located in Richmond, Va., are to be made for sixty days' supply and submitted for approval on or before the tenth day of the month preceding the month in which the supply train runs. Supply Train leaves Huntington, W. Va., the first of each month, running east one month and west the next.

Stationery requisitions are to be in the office of the Stationery Storekeeper on or before the fifteenth day of the month preceding the month in which the Supply Train runs.

6.—Stationery requisitions from employes located in Richmond, Va., are to be made for thirty days supply and sent to the Stationery Storekeeper on or before the fifth day of each month.

7.—Return surplus stationery to Stationery Store, Richmond, Va. Deliver it to the Stationery Supply Train Clerk, with a list of the stationery returned, specifying the name of the station or office, quantity and description.

STATIONERY SUPPLIES.

DESCRIPTION.	Unit
Back, File, Manilla, size 8½ x 11 inches	Each
Back, File, for Contracts, size 9 x 15½ inches	Each
Band, Rubber, No. 18, 1/16 inch wide x 3 inches long (¼-lb. box)	Box
Band, Rubber, No. 32, 1/16 inch wide x 3 inches long (¼-lb. box)	Box
Band, Rubber, No. 64, ¼ inch wide x 3 inches long (¼-lb. box)	Box
Basket, Wire, Desk, size 14 x 10 x 3 inches deep	Each
Basket, Wire, Waste, size 12½ x 13 inches deep	Each
Binder, McBee Permanent, sheet size 5½ x 8½ inches, Binding side first	Set
Binder, McBee Permanent, sheet size 8½ x 11 inches, Binding side first	Set
Binder, McBee Permanent, sheet size 8½ x 14 inches, Binding side first	Set
Binder, McBee Permanent, sheet size 14 5/16 x 17⅞ inches, Binding side first, (for HF-58 and 60)	Set
Binder, McBee Temporary, No. 1, sheet size 8½ x 11 inches, Binding side first	Set
Binder, McBee Temporary, No. 2, sheet size 8½ x 14 inches, Binding side first	Set
Binder, McBee Temporary, No. 3, sheet size 14 5/16 x 17⅞ inches, Binding side first, (for HF-58 and 60)	Set
Binder, McBee Temporary, No. 4, sheet size 11 x 17 inches, Binding side first, (for D-205)	Set
Binder, Shoe String, Temporary, sheet size 7 x 8½ inches, Binding side first (for AP-20)	Set
Binder, Shoe String, Temporary, sheet size 7 x 20 inches, Binding side first (for AP-1)	Set
Binder, Shoe String, Temporary, sheet size 11 x 17 inches, Binding side first (for D-205)	Set
Binder, Shoe String, Temporary, sheet size 14 x 17 inches, Binding side first (for AF-370)	Set
Binder, Shoe String, Temporary, sheet size 14 x 20 inches, Binding side first (for AP-1)	Set
Binder, Shoe String, Temporary, sheet size 17 x 14 inches, Binding side first (for AJ-3)	Set
Blades, Dexter Pencil Sharpener	Set
Blotter, Green Desk, size 19 x 24 inches	Each
Blotter, White Hand, size 4 x 9½ inches	Each
Board, Clip, size 9 x 15 inches	Each
Board, Clip, size 12 x 19 inches	Each
Board, Oil, size 16 x 19 inches	Each
Book, Blue Back Memorandum, size 3¼ x 5¼ inches	Book
Book, Memorandum, G. & C., size 4 x 7 inches	Book
Book, Bulletin, size 12¼ x 11½ inches	Book
Book, Car Record No. 2304, size 15 x 19 inches	Book
Book, Car Record No. 2304, Improved, size 15 x 19 inches	Book
Book, Car Record No. 2302, size 14¼ x 18¾ inches	Book
Book, Journal, Indexed, 300 pages, size 7¼ x 11¼ inches	Book
Book, Journal, Non-Indexed, 300 pages, size 7¼ x 11¼ inches	Book
Book, Record, Indexed, 300 pages, size 7¼ x 11¼ inches	Book
Book, Record, Plain, 300 pages, size 7¼ x 11¼ inches	Book
Book, Impression, Non-Indexed, size 16 x 19 inches	Book
Book, Stenographers' Note, small size, 3½ x 5½ inches	Book
Book, Stenographers' Note, large size, 4¼ x 8¼ inches	Book

DESCRIPTION	Unit	Monthly Consumption
; Capital, Non-indexed, size 10⅞ x 11⅝ x 2¾ inches	Box	24
e, Giant, Non-indexed, size 10⅞ x 11⅝ x 4¾ inches	Box	4
Typewriter (Type), Bone Handle, 5¾ inches long	Each	1
ypewriter, Wood Handle, 12 inches long	Each	1
Typewriter, Wire Handle, 12 inches long	Each	
rbon Paper, Train Order No. 19, size 7 x 7¼ inches	Sheet	
Carbon Paper, Train Order No. 31, size 7 x 9½ inches	Sheet	
Carbon Paper, Pencil, Blue, size 8 x 13 inches	Sheet	200
Carbon Paper, Pencil, Blue, size 11 x 17 inches	Sheet	2000
Carbon Paper, Pencil, Blue, size 15 x 17 inches	Sheet	
Carbon Paper, Typewriter, Black H. G. Standard weight, size 8½ x 13 inches, box 100 sheets	Sheet	
Carbon Paper, Typewriter, Black H. G. standard weight, size 8½ x 17 inches	Sheet	
Carbon Paper, Typewriter, Black H. G. standard weight, size 8½ x 24 inches	Sheet	
Carbon Paper, Typewriter, Black R. S. light weight, size 8½ x 13 inches, box of 100 sheets	Sheet	
Carbon Paper, Typewriter, Black R. S. standard weight, size 8½ x 13 inches, box of 100 sheets	Sheet	200
Carbon Paper, Typewriter, Black R. S. light weight, size 15 x 17 inches	Sheet	
Carbon Paper, Red R. S. light weight, size 8½ x 13 inches	Sheet	100
Carbon Paper, Red, R. S. light weight, size 9½ x 15 inches	Sheet	
Carbon Paper, Red, R. S. light weight, size 14 x 20 inches	Sheet	200
Carbon Paper, Purple (Ditto) standard weight, size 8½ x 13 inches, box 100 sheets	Sheet	
Clip, Gem Paper No. 1, box of 100	Box	2
Clip, Ideal No. 1, box of 12	Box	2
Clip, Ideal No. 2, box of 50	Box	1
Clip, L. E. B. Binder No. 5, ⅜ inch capacity, box of 12	Box	2
Clip, L. E. B. Binder No. 10, 1¼ inch capacity, box of 12	Box	1
Cloth, Copying, size 15 x 20 inches	Each	
Cup, Sponge, Glass No. 3	Each	2
Cylinder, Dictaphone, box of 50	Each	
Dater, Star Line No. 1½	Each	
Eradic[illegible], Ink	Box	
[illegible]aser, Rubber, Pencil	Each	24
[illegible]ser, Rubber, Typewriter	Each	6
[illegible]et, Challenge, No. 1, 2-oz. boxes	Box	
Challenge No. 2, 2-oz. boxes	Box	
[illegible]er, Paper, Flat Head No. 1, size 1¼ inches, box of 100	Box	
Fastener, Paper, Flat Head No. 2, size ¾ inch, box of 100	Box	
Fastener, Paper, Flat Head No. 3, size ¾ inch, box of 100	Box	
Fastener, Paper, Flat Head No. 4, size 1 inch, box of 100	Box	4
Fastener, Paper, Flat Head No. 5, size 1¼ inch, box of 100	Box	
Fastener, Paper, Flat Head No. 6, size 1½ inch, box of 100	Box	
[illegible]Paper, Flat Head No. 7, size 2 inches, box of 100	Box	
[illegible]Paper, Flat Head No. 8, size 3 inches, box of 100	Box	

DESCRIPTION.	Unit	Monthly Consumption
Fastener, Paper, Flat Head No. 9, size 4 inches, box of 100	Box	
File, Every Day No. 3, size 10 x 12 inches	Each	
File, Favorite Letter, size 11¼ x 12¼ inches	Each	
Folder, Fiberstock, Vertical File Y. & E. No. 4404-A, size 9⅜ x 11¾ inches, box of 100	Box	
Folder, Manilla, Vertical File No. 83, Right Hand Tab, size 9½ x 11¾ inches, box of 100	Box	
Folder, Manilla, Vertical File No. 84, straight cut, size 9½ x 11¾ inches, box of 100	Box	
Glue, 1 qt. can	Can	
Guide, File Y. & E. No. P-404-G, ⅓ cut, Letter size, box of 50	Box	
Gum, Art, size 1⅛ inches cube, box of 12	Box	
Index, A to Z, for Form D-205	Set	
Ink, Mimeograph, Black, 1-lb. can	Can	
Ink, Numbering Machine, Black, 2-oz. Bottle	Bottle	
Ink, Numbering Machine, Red, 2-oz. Bottle	Bottle	
Ink, Powdered, Black, package or 1 qt	Quart	
Ink, Tablet, Red, box of 8 tablets or ½ pt	Half-Pint	
Ink, Copying, 1 pt. Bottle	Pint	
Ink, Stamp Pad, Black, 1-oz. Bottle	Bottle	
Ink, Stamp Pad, Blue, 1 oz. Bottle	Bottle	
Ink, Stamp Pad, Green, 1-oz. Bottle	Bottle	
Ink, Stamp Pad, Purple, 1-oz. Bottle	Bottle	
Ink, Stamp Pad, Red, 1-oz. Bottle	Bottle	
Ink, Stamp Pad, Red, 1-qt. Can	Can	
Ink, Higgins Drawing, Black, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Blue, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Brown, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Carmine, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Green, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Scarlet, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Vermillion, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, White, ¼-oz. Bottle	Bottle	
Ink, Higgins Drawing, Yellow, ¼-oz. Bottle	Bottle	
Letter-head, Bond, Padded, size 8½ x 11 inches, pad 100 sheets	Pad	
Letter-head, Bond, Unpadded, size 8½ x 11 inches, package 500 sheets	Sheet	
Letter-head, Bond, Padded, Ruled, size 8½ x 11 inches, pad 100 sheets	Pad	
Letter-head, Bond, Padded, Accounting, size 8½ x 11 inches, pad 100 sheets	Pad	
Letter-head, Onion Skin, Padded, size 8½ x 11 inches, pad 100 sheets	Pad	
Note-head, Onion Skin, Padded, size 8½ x 5½ inches, pad 100 sheets	Pad	
Note-head, Bond, Padded, size 8½ x 5½ inches, pad 100 sheets	Pad	
Note-head, Bond, Padded, Ruled, size 8½ x 5½ inches, pad 100 sheets	Pad	
Mucilage, 1½-oz. Bottle	Bottle	
Mucilage, 1 pt. Bottle	Pint	

Ruled 8½ x 11½

DESCRIPTION.	U
Needle, Sail	Each
Oil, Typewriter, 2-oz. Bottle	Bottle
Pad, Blotter Holder, Desk, 19 x 24 inches	Each
Pad, Cloth Pad for Neostyle Mimeograph Machine No. 7 and 8	Each
Pad, Cloth Pad for Rotary Mimeograph Machine No. 76, 77, 78	Each
Pad, Scratch	Pad
Pad, Bates Numbering Machine	Pad
Pad, Davol Finger No. 11, box of 12	Each
Pad, Davol Finger, No. 11½, box of 12	Each
Pad, Davol Finger No. 12, box of 12	Each
Pad, Davol Finger No. 13, box of 12	Each
Pad, Stamp, Black No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Blue No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Green No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Purple No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Red No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Black No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Blue No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Green No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Purple, No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Red, No. 2, size 3 x 6 inches	Pad
Paper, Adding Machine, width 2 5/16 inches	Roll
Paper, Time Recording for International Recording Machine, Model No. 3000	Roll
Paper, Atlantic Mimeo Bond, for Duplicating Machine, size 8½ x 11 inches, packages 500 sheets	Sheet
Paper, Atlantic Mimeo Bond, for Duplicating Machine, size 8½ x 14 inches, packages 500 sheets	Sheet
Paper, Bond Statement, size 8½ x 11 inches, packages 500 sheets	Sheet
Paper, Bond Statement, size 8½ x 14 inches, packages 500 sheets	Sheet
Paper, Onion Skin Statement, size 8½ x 14 inches, packages 1,000 sheets	Sheet
Paper, Bond Statement, size 14 x 17 inches, packages 500 sheets	Sheet
Paper, Cross Section, size 17 x 28 inches, packages 100 sheets	Sheet
Paper, Cross Section, K. & E. No. 280-G, size 16 x 20 inches, packages 100 sheets	Sheet
Paper, Impression, Yellow, size 15 x 20 inches, packages 500 sheets	Sheet
Paper, Kraft Wrapping, size 40 x 48 inches, packages 500 sheets	Sheet
Paper, Fools Cap, size 14 x 17 inches, packages 100 sheets	Sheet
Paper, Paragon No. 1½ (for contracts, etc.), size 8½ x 13 inches, box 500 sheets	Box
Paper, Paragon, No. 3½ (for contracts, etc.), size 8½ x 13 inches, box 500 sheets	Box
Paper, Mimeograph, size 8 x 11 inches, packages 500 sheets	Sheet
Paper, Mimeograph, size 8 x 18 inches, packages 500 sheets	Sheet
Paste, Library, 6-oz. Bottle	Bottle
Paste, Library, 1-qt. Bottle	Bottle
Paste, Library, Neostyle Stencil, 4-oz. Bottle	Bottle

DESCRIPTION.	Unit	Monthly Consumption
Pencil, Lead, Untipped, Grade No. 1	Each	60
Pencil, Lead, Untipped, Grade No. 2	Each	60
Pencil, Lead, Untipped, Grade No. 3	Each	24
Pencil, Lead, Tipped, Grade No. 1	Each	24
Pencil, Lead, Tipped, Grade No. 2	Each	24
Pencil, Lead, Tipped, Grade No. 3	Each	12
Pencil, Copying, No. 151 Medium	Each	60
Pencil, Copying, No. 152 Hard	Each	60
Pencil, Carbon, No. 113	Each	
Pencil Drawing, F	Each	
Pencil, Drawing, H. B	Each	
Pencil, Drawing, H	Each	
Pencil, Drawing, 2H	Each	
Pencil, Drawing, 3H	Each	
Pencil, Drawing, 4H	Each	72
Pencil, Drawing, 5H	Each	
Pencil, Drawing, 6H	Each	
Pencil, Drawing, 7H	Each	
Pencil, Crayon, Blue, Thin Lead	Each	
Pencil, Crayon, Green, Thin Lead	Each	
Pencil, Crayon, Red, Thin Lead	Each	24
Pencil, Crayon, Yellow, Thin Lead	Each	
Pencil Holder	Each	12
Pen Holder	Each	12
Pen Points, Bowl No. 506, box of 144	Each	2
Pen Points, Falcon No. 139, box of 144	Each	
Pen Points, Gillott No. 303, box of 144	Each	
Pen Points, Gillott No. 404, box of 144	Each	
Pen Points, Glucinum No. 2, box of 144	Each	
Pen Points, Scholar No. 87, box of 144	Each	
Pen Points, Stub No. 310, box of 144	Each	
Pen, Stylus	Each	
Pin, Bank Steel No. 4, box of ¼ lb	Box	
Pointer, Pencil, Grade No. 2	Each	
Punch, McGill	Each	
Reinforcement, Gummed No. 2, box of 100	Box	
Ribbon, Wales, Adding Machine	Each	
Ribbon, Dalton Adding Machine Old Style Red and Black ½-inch wide	Each	
Ribbon, Dalton Adding Machine New Style Red and Black ½-inch wide	Each	
Ribbon, Dalton Adding Machine New Style Black ½-inch wide	Each	
Ribbon, Centennial Dater, Red	Each	

DESCRIPTION.	
Needle, Sail	Each
Oil, Typewriter, 2-oz. Bottle	Bottle
Pad, Blotter Holder, Desk, 19 x 24 inches	Each
Pad, Cloth Pad for Neostyle Mimeograph Machine No. 7 and 8	Each
Pad, Cloth Pad for Rotary Mimeograph Machine No. 76, 77, 78	Each
Pad, Scratch	Pad
Pad, Bates Numbering Machine	Pad
Pad, Davol Finger No. 11, box of 12	Each
Pad, Davol Finger, No. 11½, box of 12	Each
Pad, Davol Finger No. 12, box of 12	Each
Pad, Davol Finger No. 13, box of 12	Each
Pad, Stamp, Black No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Blue No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Green No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Purple No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Red No. 1, size 2½ x 4¼ inches	Pad
Pad, Stamp, Black No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Blue No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Green No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Purple, No. 2, size 3 x 6 inches	Pad
Pad, Stamp, Red, No. 2, size 3 x 6 inches	Pad
Paper, Adding Machine, width 2⅜ inches	Roll
Paper, Time Recording for International Recording Machine, Model No. 3000	Roll
Paper, Atlantic Mimeo Bond, for Duplicating Machine, size 8½ x 11 inches, packages 500 sheets	Sheet
Paper, Atlantic Mimeo Bond, for Duplicating Machine, size 8½ x 14 inches, packages 500 sheets	Sheet
Paper, Bond Statement, size 8½ x 11 inches, packages 500 sheets	Sheet
Paper, Bond Statement, size 8½ x 14 inches, packages 500 sheets	Sheet
Paper, Onion Skin Statement, size 8½ x 14 inches, packages 1,000 sheets	Sheet
Paper, Bond Statement, size 14 x 17 inches, packages 500 sheets	Sheet
Paper, Cross Section, size 17 x 28 inches, packages 100 sheets	Sheet
Paper, Cross Section, K. & E. No. 280-G, size 16 x 20 inches, packages 100 sheets	Sheet
Paper, Impression, Yellow, size 15 x 20 inches, packages 500 sheets	Sheet
Paper, Kraft Wrapping, size 40 x 48 inches, packages 500 sheets	Sheet
Paper, Fools Cap, size 14 x 17 inches, packages 100 sheets	Sheet
Paper, Paragon No. 1⅜ (for contracts, etc.), size 8½ x 13 inches, box 500 sheets	Box
Paper, Paragon, No. 3½ (for contracts, etc.), size 8½ x 13 inches, box 500 sheets	Box
Paper, Mimeograph, size 8 x 11 inches, packages 500 sheets	Sheet
Paper, Mimeograph, size 8 x 13 inches, packages 500 sheets	Sheet
Paste, Library, 5-oz. Bottle	Bottle
Paste, Library, 1-qt. Bottle	Bottle
Paste, Neostyle Stencil, 8-oz. Bottle	Bottle

DESCRIPTION.	Unit	Monthly Consumption
Pencil, Lead, Untipped, Grade No. 1	Each	60
Pencil, Lead, Untipped, Grade No. 2	Each	60
Pencil, Lead, Untipped, Grade No. 3	Each	24
Pencil, Lead, Tipped, Grade No. 1	Each	24
Pencil, Lead, Tipped, Grade No. 2	Each	36
Pencil, Lead, Tipped, Grade No. 3	Each	12
Pencil, Copying, No. 151 Medium	Each	60
Pencil, Copying, No. 152 Hard	Each	60
Pencil, Carbon, No. 113	Each	
Pencil Drawing, F	Each	
Pencil, Drawing, H. B	Each	
Pencil, Drawing, H	Each	
Pencil, Drawing, 2H	Each	
Pencil, Drawing, 3H	Each	
Pencil, Drawing, 4H	Each	72
Pencil, Drawing, 5H	Each	
Pencil, Drawing, 6H	Each	
Pencil, Drawing, 7H	Each	
Pencil, Crayon, Blue, Thin Lead	Each	
Pencil, Crayon, Green, Thin Lead	Each	
Pencil, Crayon, Red, Thin Lead	Each	24
Pencil, Crayon, Yellow, Thin Lead	Each	
Pencil Holder	Each	12
Pen Holder	Each	12
Pen Points, Bowl No. 506, box of 144	Each	2
Pen Points, Falcon No. 139, box of 144	Each	
Pen Points, Gillott No. 303, box of 144	Each	
Pen Points, Gillott No. 404, box of 144	Each	
Pen Points, Glucinum No. 2, box of 144	Each	
Pen Points, Scholar No. 87, box of 144	Each	
Pen Points, Stub No. 310, box of 144	Each	
Pen, Stylus	Each	
Pin, Bank Steel No. 4, box of ¼ lb	Box	
Pointer, Pencil, Grade No. 2	Each	
Punch, McGill	Each	
Reinforcement, Gummed No. 2, box of 100	Box	
Ribbon, Wales, Adding Machine	Each	
Ribbon, Dalton Adding Machine Old Style Red and Black ½-inch wide	Each	
Ribbon, Dalton Adding Machine New Style Red and Black ½-inch wide	Each	
Ribbon, Dalton Adding Machine New Style Black ½-inch wide	Each	
Ribbon, Centennial Dater, Red	Each	

DESCRIPTION.	Unit	Monthly Consumption
Ribbon, Typewriter, Remington or Underwood	Each	
Ribbon, Typewriter Ditto, Remington or Underwood, Purple and Red	Each	
Ribbon, International Time Recording Machine, Model No. 3000	Each	
Ruler, Brass Edge 18 inches	Each	
Screw, Binding, ¼-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, ½-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, ¾-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, 1-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, 1¼-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, 1½-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, 2-inch long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, 3-inches long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Screw, Binding, 4 inches long, 3/16-inch diameter, for Shoe String Binder, box of 100	Each	
Second Sheet, Canary, size 8½ x 11 inches, package of 500	Sheet	
Second Sheet, Canary, size 8½ x 5½ inches, package of 500	Sheet	
Second Sheet, Green, size 8½ x 11 inches, package of 500	Sheet	
Shears, length 8 inches	Each	
Sponge for 3-inch Sponge Cup	Each	
Staple, Hotchkiss Paper No. 1, box of 500	Box	
Staple, Bostitch Paper No. 1, box of 5,000	Box	
Stencil, Wax No. 14, for Neostyle No. 8, size 8½ 11 inches, box of 24 sheets	Quire	
Stencil, Wax No. 17, for Neostyle No. 8, size 8½ x 14 inches, box of 24 sheets	Quire	
Stencil, Dermatype No. 141, for Neostyle No. 8, size 8½ x 11 inches, box of 24 sheets	Quire	
Stencil, Dermatype No. 171, for Neostyle No. 8, size 8½ x 14 inches, box of 24 sheets	Quire	
Stencil, Wax, No. 760, for Mimeograph 76, 77, 78, size 8½ x 11 inches, box of 24 sheets	Quire	
Stencil, Wax, No. 761, for Mimeograph 76, 77, 78, size 8½ x 14 inches, box of 24 sheets	Quire	
Stencil, Dermatype, No. 860, for Mimmeograph 76, 77, 78, size 8½ x 11 inches, box of 24 sheets	Quire	
Stencil, Dermatype, No. 861, for Mimeograph 76, 77, 78, size 8½ x 14 inches, box of 24 sheets	Quire	
Note.—Wax Stencil should be used except in cases where necessary to preserve stencil for future use.		
Tack, Thumb, K. & E., No. 2677, box of 100	Box	
Tape, Dennison Transparent Mending No. 2, 5/8-inch wide, box of 12 spools	Spool	
Tape, Dennison, Adhesive Mending, No. 3, ¾-inch wide, boxes 10 yards	Each	
Tin, No. 19 Train Order, size 7 x 7½ inches	Each	
Tin, No. 31, Train Order, size 7 x 9½ inches	Each	
Twine, No. 1, White Cotton Sail, 6-ply, ½-lb. ball	Ball	
Twine, No. 1, White Cotton Sail, 20-ply, ½-lb. ball	Ball	
Twine, No. 6, Finished India, 3-ply, 1-lb. ball	Ball	
Twine, No. 18, Finished India, 3-ply, ½-lb. ball	Ball	
Twine, Paper Maker, 3-ply, 10-lb. ball	Ball	
Type-Cleaner, Clar-O-Type, 5-oz Bottle	Bottle	
Washer, Paper, 1-inch diameter, box of 500	Box	
Wax, Sealing, box of 4 sticks or 1-lb.	Box	
Tag, Tin, No. 60, size 2¼ x 2½ inches	Each	

PRINTED FORMS

Form Number	Unit	CAPTION	Monthly Consumption
AF-1½	Pad	Agent's Notice of Corrections on W/B's.	
AF-8	Pad	Agent's Draft on Assistant Treasurer.	
~~AF-[illegible]~~	~~Pad~~	~~Tally Sheet.~~	
AF-23	Pad	Record of Freight Charges.	
AF-69	Pad	Agent's Record of Draft on Treasurer.	
AF-80	Pad	Report of Freight Refused and Unclaimed.	
AF-81	Card	Over Tag No.	
AF-82	Pad	Nothing to Report.	
AF-83	Pad	Report of Shortage Filled and Undelivered Freight Disposed of.	
AF-86	Pad	Monthly Report of Freight Claim Agent of Over, Refused and Unclaimed Freight.	
AF-88	Pad	Agent's Report of Miscellaneous Collections.	
AF-102	Card	Agent's Postal Arrival Notice to Consignee.	
AF-105¼	Pad	Astray Freight Notice.	
AF-105¼ EX	Pad	Astray Freight Notice—Copy.	
AF-105½	Pad	Freight Bill.	
AF-108	Pad	Notice to Hold Shipment.	
~~AF-180~~	~~Pad~~	~~Receipts for Freight Notices.~~	
AF-156 AF-210	Book	Scale Weight Record.	
~~AF-[illegible]~~	~~Envelope~~	~~Waybill Envelope, size 10½ x 4½ inches.~~	
AF-176	Pad	Agent's Report of Carload Transfers.	
AF-188	Card	Explosive Placard.	
~~AF-193~~ AF 3[illegible]	~~Pad~~	Statement of Inter-Road Switching Orders Issued.	
AF-206	Pad	Monthly Report of Government, Western Union Telegraph Company and other authorized Miscellaneous Credits.	
AF-209	Pad	Monthly Report of C. & O. Switching Revenue Chargeable to Stations.	
AF-211	Pad	Monthly Statement of Expense Bills for Charges on Company's Material sent to the Auditor of Station Accounts for Credit.	
AF-219	Pad	Report of Over, Short and Damaged Freight.	
AF-221	Book	Record of Seals Applied and Removed.	
AF-225	Book	Record and Disposition of Cars Received.	
~~AF-234~~ AF 191	~~Pad~~	Uniform Live Stock Contract.	
AF-235	Pad	Contract with man or men in charge of Property other than Live Stock.	
~~AF-249~~ AF 7[illegible]	~~Pad~~	Statement of Absorbed Switching paid Foreign Line.	
~~AF-247~~ AF 3[illegible]	~~Pad~~	Record of Cars and Billing Handled by Train.	
AF-253	Pad	Standard Form for Presentation of Overcharge Claims.	
AF-270	Pad	Agent's Record of Interstate Freight Tariffs and Supplements Received Applicable from or at his Station.	
AF-276	Pad	Claim Information Blank.	
AF-277	Pad	Agent's Waybill Correction Notice.	
AF-278	Pad	Abstract of Carload Freight Forwarded.	
AF-282	Pad	Daily Record of Freight on Through Waybill.	

Form Number	Unit	CAPTION.	Monthly Consumption
AF-284	Pad	Conductor's Loading Blank.	----------
AF-291	Book	Record of Cars Forwarded and Received at Station.	----------
AF-301	Card	Postal Card Notice.	----------
AF-302	Pad	Blank Form for Statements, Large.	----------
AF-303	Pad	Blank Form for Statements, Small.	----------
AF-304	Card	Postal Card Notice.	----------
AF-305	Pad	Notice of Over, Excess and Astray Freight on Hand and Delivered.	----------
AF-306	Pad	Refund Notice.	----------
AF-309	Pad	Local Freight Waybill.	----------
AF-310	Pad	Interline Freight Waybill.	----------
AF-311	Set	Continuous Fanfold Local Freight W/B, Unheaded.	----------
AF-312	Set	Continuous Fanfold Interline Freight Waybill, Unheaded.	----------
AF-312A	Set	Fanfold Freight Waybill.	----------
AF-313	Set	Continuous Fanfold Freight Bill, Unheaded.	----------
AF-314	Set	Continuous Fanfold Prepaid Freight Bill, Unheaded.	----------
AF-315	Strip	Cash Posting Strip, Black.	----------
AF-316	Strip	Cash Posting Strip, Red.	----------
AF-318	Set	Company's Fuel Waybill.	----------
AF-319	Pad	Astray Freight Waybill	----------
~~AF-320~~ AF1014	Pad	Live Stock Waybill.	----------
AF-325	Pad	Agent's Draft.	----------
AF-326	Pad	Request for Divisions.	----------
AF-327	Pad	Blank Ruled Form for Statements.	----------
AF-331	Envelope	Manilla Open End W/B Envelope, size 12½ x 10½ inches.	----------
AF-332	Pad	Routing Directions.	----------
AF-338	Pad	Statement Blank.	----------
AF-340	Pad	Request for Handling Live Stock.	----------
AF-342	Pad	Receipt for Papers Taken from an Office.	----------
AF-343	Pad	Over, Refused or Unclaimed Label.	----------
AF-345	Pad	Freight House Report.	----------
AF-351	Pad	Blank Form for Statements.	----------
AF-354	Each	Tariff Binder.	----------
AF-358	Pad	Loading Ballot.	----------
AF-360	Book	Station List.	----------
AF-361	Card	Race Card (White and Colored).	----------
AF-362	Book	Wage Computation Table.	----------
AF-368	Pad	Refund Advice.	----------
AF-369	Pad	Balance Due Bill.	----------
~~AF-370~~ 814	Pad	Dictator's Memorandum.	----------
AF-374A	Pad	Wheel Report and Train Sheet.	----------
[illegible]	Pad	Abstract of Interline Switching Waybills of Cars.	----------
[illegible]	Card	Postal Card Notice to Shipper and Consignee of Shipments Transferred.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
AF-390	Pad	Junction Agents and Yard Masters Weekly Report of Changes made in Heading of Waybills.	----------

AF 425 – Coal & Coke WB – 6 – 3 – 6 – Box

Form Number	Unit	CAPTION.	Monthly Consumption
AF-1000	Pad	Straight B/L, Shipping Order and Memorandum.	----------
AF-1001	Pad	Order Notify B/L, Shipping Order and Memorandum.	----------
AFE-1	Pad	Authority for Expenditure.	
AFE-2	Pad	Detailed Estimated Cost of Right of Way, Material, Labor, Etc., Supporting AFE-1.	----------
AJ-2	Pad	Agent's Monthly Account—Current.	----------
AJ-3	Sheet	Agent's Cash Book—Loose Leaf.	----------
AJ-4	Book	Agent's Cash Book.	----------
AJ-6	Pad	Agent's Remittance Blank.	----------
AJ-8	Envelope	Money Package Envelope, size 10 x 4¼ inches.	----------
AJ-11	Pad	Agent's Special Remittance Blank.	----------
AJ-15	Pad	Agent's Statement of Earnings.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
AJ-14	Pad	Agent's Daily Cash Balance Statement.	----------
AJ-54	Sheet	Ticket Office Cash Book.	----------
AJ-55	Pad	Classification of Station Balances.	----------
AP-1 Small	Pad	Agent's Daily Record of Ticket Sales and Stock on Hand.	----------
AP-1 Large	Pad	Agent's Daily Record of Ticket Sales and Stock on Hand.	----------
AP-2	Pad	Agent's Monthly Report of Local Ticket Sales.	----------
AP-3	Pad	Agent's Monthly Report of Interline Ticket Sales.	----------
AP-4	Pad	Agent's Monthly Report of Local Excess Baggage Collections.	----------
AP-4½	Pad	Agent's Monthly Report of Interline Excess Baggage Collections.	----------
AP-8	Pad	Agent's Record of Tickets on Hand at Station.	----------
AP-10	Pad	Agent's Requisition for Tickets.	----------
AP-16	Pad	Agent's Monthly Report of Credits Due.	----------
AP-19	Pad	Monthly Report of Storage Collections on Baggage at Station.	----------
AP-20	Pad	Record of Baggage Received and Forwarded at Station.	----------
AP-23	Pad	Daily Report to General Baggage Agent of Baggage Forwarded and Received.	----------
AP-24	Pad	Agent's Daily Report of Checks and Unclaimed Baggage.	----------
AP-26	Pad	Agent's Signature for Baggage Delivered without Check.	----------
AP-27	Pad	Baggage Agent's Receipt.	----------
AP-35	Pad	Porter's Receipt Transmittal for Parlor Car Seat Sales.	----------
AP-39	Pad	Report of Transportation Requests Exchanged for Local Tickets.	----------
AP-39½	Pad	Report of Transportation Requests Exchanged for Interline Tickets.	----------
AP-63	Pad	Ticket Sellers Daily Recapitulation.	----------
AP-64	Pad	Daily Record of Ticket Sellers Settlement.	----------
AP-65	Pad	Report of Excess and other Passenger Train, Baggage, Moving on Revenue Check Received.	----------
AP-86	Card	Passenger Conductor's Record of Tickets Punched and not Collected.	----------
AP-90	Envelope	Scrip Envelope, size 11½ x 5 inches.	----------
AP-92	Pad	Record of Tickets Invoiced, Reported and Recalled.	----------
AP-95	Pad	Childs Certificate.	----------

Form Number	Unit	CAPTION	Monthly Consumption
BF-2	Pad	Freight Conductor's through Freight Report.	
BF-4	Card	Car Slip for C. & O. Empty Car.	
BF-5	Card	Slow Freight Memorandum Bill.	
BF-6	Card	Conductor's Memorandum Waybill.	
BF-10	Pad	Conductor's Work Report.	
BF-22½ 30	Card	Memorandum Coal and Coke Waybill.	
BF-24	Pad	Work Train Conductor's Car Report. Wheel Report	
BF-25	Book	Car Record Book.	
BF-26	Card	Scale Waybill.	
BJ-3	Pad	Switch Key Receipt.	
BP-1	Pad	Passenger Conductor's Report to Auditor of Passenger Traffic.	
BP-1½	Pad	Passenger Conductor's Report to Car Service Agent.	
BP-2	Pad	Conductor's Statement of Cash Collections and Remittances to the Treasurer.	
BP-3	Pad	Agent's Deposit Receipt.	
BP-4	Envelope	Auditor of Passenger Receipts, Envelope, size 11½ x 5 inches.	
BP-8	Pad	Report of Passenger Trains.	
BP-10	Pad	Report of Cash Collections and Tickets Honored on C. & O. Train, for Account of the L. & N. R. R.	
BP-15	Book	Passenger Conductor's Train Book.	

Form Number	Unit	CAPTION.	Monthly Consumption.
CF-24	Pad	Chief Dispatcher's Daily Telegraphic 4 P. M. Car Report.	
CF-25	Card	Switching Report.	
CF-55	Pad	Coal Dumped and Wanted by Vessels at Newport News, Va.	
CF-56	Pad	Telegraphic Report of Cars Set Out.	
CF-59	Book	Record of Cars Set Out Account of Defects.	
CF-62	Card	Switch List.	
CF-64	Pad	Report of Cars Switched to and from Private Sidings.	
CF-66	Card	Reply to Claim.	
CF-69	Pad	Agent's Notice to Yardmaster to Place Car.	
CF-80	Card	Perishable Placard.	
CF-118	Pad	Application for Reduced Freight Rates.	
CF-128	Pad	Per Diem Reclaim Statement.	
CF-128½	Pad	Special Per Diem Reclaim Statement.	
CF-146	Pad	Cincinnati and Covington Yard Report for 24 hours Ending 7 A. M.	
CF-152	Pad	Agent's Report of Cars which Connecting Roads cannot Accept.	
CF-152½	Pad	Telegraphic Offering Report—Per Diem Rule 15.	
CF-155	Card	Inflammable Placard—Thick.	
CF-155½	Card	Inflammable Placard—Thin.	
CF-162	Book	Trip and Overtime Ticket Book.	
CF-162½	Book	Trip and Overtime Ticket Book.	
CF-163	Pad	Monthly Report of Uncollected Bills.	
CF-199	Pad	Application for Recommendation.	
CF-200	Label	Acid Label.	
CF-208	Label	Caution Label, Inflammable, Solids and Oxidizing Materials.	
CF-209	Card	Car Certificate.	
CF-210	Label	Inflammable Liquid Label.	
CF-211	Card	Acid Placard.	
CF-214	Pad	Shipper's Application for Cars to be Loaded.	
CF-215	Book	Record of Cars Applied For, Furnished and Loaded.	
CF-224	Pad	Report of Inspection and Drill of Fire Department.	
CF-225	Pad	Agent's Monthly Statement of Unadjusted Discrepancies.	
CF-228	Label	Compressed Gas Non-inflammable Label.	
CF-229	Label	Compressed Gas Inflammable Label.	
CF-230	Book	Receipt for Seals Issued.	
CF-240	Pad	Correction to Daily Interchange Report of Cars.	
CF-249	Pad	Agent's Car Report.	
CF-249½	Pad	Agent's Car Report.	

Form Number	Unit	CAPTION	Monthly Consumption
CF-251	Pad	Accident Report.	
CF-252	Pad	Constructive Placement Notice.	
CF-260	Pad	Daily Report of Cars on Hand one Day and over.	
CF-276	Pad	Authority for Increase in Force or Pay.	
CF-280	Pad	Scale Report.	
CF-282	Pad	Daily or Weekly Test of Track Scale.	
CF-285	Pad	Daily Report of Shipments Re-weighed.	
CF-286	Pad	Daily Report of Cars Weighed.	
CF-290	Book	Daily Yard Check Book.	
CF-293	Pad	Weight Certificate. on Loaded / paid Coast Wood 6	
CF-299	Pad	Weighmaster's Oath.	
CF-304	Pad	Daily Report of Individual Numbers of Cars of Lake Coal Delivered.	
CF-312	Card	Foreign Car Pass—Empty Foreign Car Waybill.	
CF-324	Pad	Monthly Report of Carload Shipment Covered by C. & O. Weight Agreements.	
CF-325	Pad	Weekly Report of Cars Check-Weighed.	
CF-338	Pad	Daily Locomotive Turning Report.	
CF-342	Pad	Clerk's Extra Time Ticket.	
CF-346	Pad	Daily Report of Terminal Delays.	
CF-347	Pad	Daily Record of Time Worked by Clerks.	
CF-351	Pad	Notice of Cars Containing Explosives and Tank Cars Placarded "Inflammable."	
CF-352	Pad	Agent's Daily Report of L. C. L. Freight Forwarded.	
CF-353	Pad	Report of L. C. L. Transfer Tonnage Handled.	
CF-359	Pad	Telegraphic Report of Train Parting.	
CF-360	Pad	Switch List.	
CF-362	Pad	Agent's and Conductor's Exception Report.	
CF-365	Pad	Telegraphic Live Stock Report.	
CF-368	Pad	Report of Underloaded Cars.	
CF-369	Pad	Monthly Report of Refrigeration Service Furnished Sundry Cars.	
CF-370	Pad	Report of Export Engagement.	
CF-373	Sheet	Record of Cars Received.	
CF-374	Pad	C. L. 1 Report, Revenue Cars Loaded.	
CF-375	Pad	Daily Report Revenue Freight Cars Loaded on Line.	
CF-377	Pad	Daily Report of Carload Freight.	
CF-378	Pad	Daily Yard Report.	
CF-379	Pad	Daily Engine House Report.	
CF-380	Pad	Daily Train Performance Report.	
CF-380A	Pad	Daily Summary of Freight Train Performance.	
CF-381	Pad	Certificate of Cumulative Clerical Experience.	
CF-382	Pad	Daily Station Service Report.	
CF-384	Pad	Daily Report of Open Top Cars.	
[illegible]	Pad	Inspector's Certificate for the Inspection of Loaded, Ventilated and Refrigerator Cars.	

Form Number	Unit	CAPTION.	Monthly Consumption
CF-387	Pad	Daily Time Report of Employees, etc.	
CF-406-Flat	Pad	Local and Interline Terminal Waybill.	
CF-406 Fanfold	Set	Continuous Fanfold Local and Interline Terminal Waybill.	
CF-407	Pad	Report of Loads and Empties Moved, in Transit and in Yards, etc.—Eastern General Division.	
CF-408	Pad	Report of Loads and Empties Moved, in Transit and in Yards, etc.—Western General Division.	
CF-409	Pad	Report of Loads and Empties Moved, in Transit and in Yards—Chicago Division.	
CF-410	Pad	Daily Interchange Report, Richmond Division.	
CF-411	Pad	Daily Interchange Report, Clifton Forge Division.	
CF-412	Pad	Daily Interchange Report, Big Sandy Division.	
CF-413	Pad	Daily Interchange Report, Ashland Division.	
CF-414	Pad	Daily Interchange Report, Chicago Division, Wabash District.	
CF-415	Pad	Daily Interchange Report, Greenbrier Division.	
CF-416	Pad	Daily Interchange Report, Huntington Division.	
CF-417	Pad	Daily Interchange Report, Hinton Division.	
CF-418	Pad	Daily Interchange Report, Northern Division.	
CF-419	Pad	Daily Interchange Report, Cincinnati Division.	
CF-420	Pad	Daily Interchange Report, Chicago Division, Wabash District.	
CF-421	Pad	Transportation Report.	
CF-422	Pad	Summary of Daily Interchange Report.	
CF-423	Card	Poison Gas Placard.	
CF-424	Label	Poison Gas Label.	
CF-426	Pad	Inventory of System, Foreign and Private Coal Cars.	
CF-427	Pad	Daily Telegraphic Report of Engines Transferred to and from Divisions.	
CF-428	Pad	Float Report.	
CF-430	Pad	Inventory of System and Foreign Cars, other than Coal.	
CF-431	Pad	Report of Empty Coal Cars left over at Mines due to following Causes.	
CF-432	Pad	Yard Report.	
CF-433	Card	Operating Department Efficiency Tests Card.	
CF-434	Pad	Operating Department Efficiency Tests and Observations.	
CF-437	Card	Time Freight Card No. 92.	
CF-440	Card	Time Freight Card No. 98.	
CF-443	Pad	Consist Report.	
CF-444	Pad	Report of Delayed Cars Forwarded.	
CF-445	Pad	Passing Report.	
CF-446	Pad	Set Out Report.	
CF-447	Pad	Report of Time Freight Delivered to Connections.	
CF-448	Pad	Daily Fuel Situation Report, Richmond Division.	
CF-449	Pad	Daily Fuel Situation Report, Clifton Forge Division.	
CF-450	Pad	Daily Fuel Situation Report, Hinton Division.	
CF-451	Pad	Daily Fuel Situation Report, Huntington Division.	
CF-452	Pad	Daily Fuel Situation Report, Logan Division.	

Form Number	Unit	CAPTION.	Monthly Consumption
CF-453	Pad	Daily Fuel Situation Report, Ashland and Big Sandy Divisions.	
CF-454	Pad	Daily Fuel Situation Report, Cincinnati Division.	
CF-455	Pad	Daily Fuel Situation Report, Chicago Division.	
CF-456	Pad	Recapitulation of Divisional Daily Fuel Situation Reports.	
CF-457	Pad	Report of Delayed Carload Freight.	
CF-458	Pad	Station Record of Train Movements.	
CF-460	Pad	Employees Record.	
CF-462	Book	Dispatcher's Train Order Book.	
CF-467	Pad	Foreign Car Situation Report, Richmond Division.	
CF-468	Pad	Foreign Car Situation Report, Clifton Forge Division.	
CF-469	Pad	Foreign Car Situation Report, Hinton Division.	
CF-470	Pad	Foreign Car Situation Report, Huntington Division.	
CF-471	Pad	Foreign Car Situation Report, Ashland and Big Sandy Divisions.	
CF-472	Pad	Foreign Car Situation Report, Cincinnati and Northern Divisions.	
CF-473	Pad	Foreign Car Situation Report, Chicago Division.	
CF-475	Pad	Movement of Engines at Terminals.	
CF-476	Pad	Terminal Engine Report.	
CF-542	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Conductors and Enginemen.	
CF-543	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Brakemen, Firemen and Hostlers.	
CF-544	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Telegraphers and Telephoners.	
CF-545	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Maintenance of Way and Signalmen.	
CF-563	Pad	Request for Discharge or Time Check.	
CF-569	Card	Chlorine Gas Placard.	
CF-570	Label	Poisonous Placard.	

CF697 VACATION Allowance
CF717 - Yard car report
CF728 Home Route Empty Car bill
CF729 Report of Hi Rail Equip
CF661
CF662
CF721-A

Form Number	Unit	CAPTION.	Monthly Consumption
CF-453	Pad	Daily Fuel Situation Report, Ashland and Big Sandy Divisions.	
CF-454	Pad	Daily Fuel Situation Report, Cincinnati Division.	
CF-455	Pad	Daily Fuel Situation Report, Chicago Division.	
CF-456	Pad	Recapitulation of Divisional Daily Fuel Situation Reports.	
CF-457	Pad	Report of Delayed Carload Freight.	
CF-458	Pad	Station Record of Train Movements.	
CF-460	Pad	Employees Record.	
CF-462	Book	Dispatcher's Train Order Book.	
CF-467	Pad	Foreign Car Situation Report, Richmond Division.	
CF-468	Pad	Foreign Car Situation Report, Clifton Forge Division.	
CF-469	Pad	Foreign Car Situation Report, Hinton Division.	
CF-470	Pad	Foreign Car Situation Report, Huntington Division.	
CF-471	Pad	Foreign Car Situation Report, Ashland and Big Sandy Divisions.	
CF-472	Pad	Foreign Car Situation Report, Cincinnati and Northern Divisions.	
CF-473	Pad	Foreign Car Situation Report, Chicago Division.	
CF-475	Pad	Movement of Engines at Terminals.	
CF-476	Pad	Terminal Engine Report.	
CF-542	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Conductors and Enginemen.	
CF-543	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Brakemen, Firemen and Hostlers.	
CF-544	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Telegraphers and Telephoners.	
CF-545	Book	Employe's Examination on Book of Rules, etc., effective April 1, 1925, Maintenance of Way and Signalmen.	
CF-563	Pad	Request for Discharge or Time Check.	
CF-569	Card	Chlorine Gas Placard.	
CF-570	Label	Poisonous Placard.	

CF697 Vacation Allowance

CF717- Yard car report

CF728 Home Route + mty Car Acc.

CF729 Report of H.S. Accident

CF661

CF662

CF721-NC

Form Number	Unit	CAPTION	Monthly Consumption
CJ-1	Book	Monthly Time Record Book of Trainmen.	
CJ-3	Pad	Report of Accidents to Employees, Passengers and other Persons on or about Train.	
CJ-4	Book	Register of East and Westbound Trains.	
CJ-6	Pad	Caution Card.	
CJ-8	Pad	Telegraphic Report of Accident.	
CJ-12	Pad	Clearance Card.	
CJ-15	Pad	Answer to Order of Attachment.	
CJ-16	Pad	Time Report of Trainmen in Yard and Transfer Service.	
CJ-17	Pad	Employees Application Blank.	
CJ-24	Pad	Surgeon's Report.	
CJ-29	Pad	No. 19 Train Order.	

Form Number	Unit	CAPTION.	Monthly Consumption
CJ-30	Pad	No. 31 Train Order.	----------
CJ-31	Pad	Receipt for Time Table.	----------
CJ-33	Pad	Report of Board of Inquiry.	----------
CJ-39	Book	Call Boy's Receipt Book.	----------
CJ-51	Pad	Daily Telegraphic Situation Report.	----------
CJ-58	Pad	Watch Register Blank.	----------
CJ-68	Pad	Personal Injury Report.	----------
CJ-76	Pad	Telegraphic Report of Personal Injury.	----------
CJ-77	Pad	Report of Movement of Special Trains Handling U. S. Troops.	----------
CJ-79	Pad	Daily Telegraphic Report of Deliveries to Connections at Cincinnati, O.	----------
CJ-80	Book	Train Order Book No. 19.	----------
CP-1	Book	Receipt for Valuable Packages.	----------
CP-2	Book	Train Baggagemen's Record of Baggage Received and Delivered.	----------
CP-3	Pad	Train Baggagemen's Report of Baggage Received and Delivered.	----------
CP-4	Pad	Train Baggagemen's Waybill.	----------
CP-5	Pad	Transfer Waybill of Baggage Delivered.	----------
CP-6	Pad	Baggage Release.	----------
CP-20	Pad	Report of U. S. Mails.	----------
CP-31	Pad	Train Baggagemen's Report of U. S. Mails and Parcel Post.	----------
CP-32	Pad	Postal Official and Employees Official Travel.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
D-6	Book	Claim Register.	
D-57	Pad	Freight Loss and Damage Claim Base.	
D-117	Pad	Abstract of Carload Freight Delivered to Railroad.	
D-152	Pad	Standard Form for Presentation of Loss and Damage Claims.	
D-162	Pad	Weighmaster's Daily Report of Cars Weighed.	
D-163	Pad	Quarterly Junction Settlement.	
D-172	Pad	Standard Form for the Handling of Concealed Loss and Concealed Damage Claims (Shippers' Form).	
D-173	Pad	Standard Form for the Handling of Concealed Loss and Concealed Damage Claims (Consignee's Form).	
D-174	Pad	Report of Loss or Damage to Freight Inspected after Delivery.	
D-191	Pad	Bill for Car Demurrage.	
D-198	Pad	Over and Astray Freight Ticket.	
D-199	Pad	Notification of Refusal of Shipment.	
D-200	Card	Inspection Certificate.	
D-203	Pad	Authority to Deliver Freight, Form 1.	
D-204	Pad	Authority to Accept Signatures for Freight Delivered, Form 2.	
D-205	Sheet	Record of Over and Short Freight.	
D-213	Pad	Report to Auditor of Freight Traffic of "Order" Order Notify or Order Care of W/B's Made	
D-214	Pad	Report to Auditor of Freight Traffic of "Order" Order Notify, or Order C/O B/L's Lifted on W/Bs Received.	
E-69	Pad	Valuation of Baggage.	

Form Number	Unit	CAPTION	Monthly Consumption
G-15	Pad	Coaling Station Foreman's Daily Report.	----------
G-63	Pad	Report of Coal Taken by Engines.	----------
G-72	Pad	Coal and Coke Report.	----------
G-74½	Pad	Daily Mine Report.	----------
G-75	Pad	Report of Commercial Coal Used for Company Fuel.	----------
G-86	Pad	Ticket for Coal Taken by Engines.	----------
G-109	Book	Road Foreman and Fuel Supervisor's Report of General Condition of Engine.	----------
G-110	Pad	Daily Fuel Situation Report.	----------
HF-16	Pad	Abstract Form.	----------
HF-37	Pad	Freight Accounting Blank.	----------
HF-48	Pad	Transmittal of Documents for Filing of Relief Claims.	----------
HF-58	Sheet	Daily Abstract of W/B's Forwarded Advances and Prepaid Account, Abstract of Payments and Refunds.	----------
HF-60	Sheet	Daily Abstract of W/B's Received, Register of W/B's Received, Abstract of Payments and Refunds.	----------
HF-70	Pad	Junction Passing Report of Interline W/B's.	----------
HF-75	Pad	Report of Reconsignments Made.	----------
HF-76	Pad	Record of Unadjusted Items in Agent's Accounts.	----------
HF-78	Pad	Quarterly Report of Corrections.	----------
HF-79	Pad	Recapitulation of Daily Reports.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
HP-32	Pad	Report of Passengers Carried in and out of Washington.	----------
HP-37	Pad	Statement of Collection Made from "Public Cup Vender Co., Drinking Cup Machines.	----------
HP-55	Pad	Report of C. O. D. Checks Issued.	----------
HS-13	Pad	Hospital Certificate.	----------
HS-14	Pad	Physical History and Examination Record.	----------
IL-2	Pad	Prepaid Freight Bill.	----------
IR-1	Pad	Daily Interchange Report of Cars, Pink.	----------
IR-2	Pad	Daily Interchange Report of Cars, Yellow.	----------
IR-3	Pad	Daily Interchange Report of Cars, White.	----------
L-2	Pad	Report of Persons Employed and Discharged, and Changes in Rates and Occupations.	----------
L-5	Book	Engine House Daily Register of Engines Arriving and Departing.	----------
L-6	Book	Storekeeper's Record of Material.	----------
L-8	Pad	Report of Old and Serviceable Material Turned over to the Stores Department for Credit.	----------
L-9	Pad	Report of Wheels or Axles.	----------
L-11	Pad	Location, Condition and Service of Locomotives.	----------
L-11-A	Pad	Locomotives Through, in and Awaiting Shop for Classification Repairs.	----------
L-11-B	Pad	Location, Condition and Service of Locomotives on Division.	----------
L-13 Top	Pad	Performance of Locomotives and Cars.	----------
L-13 Bottom	Pad	Performance of Locomotives and Cars.	----------
L-20	Pad	Oil Ticket.	----------
L-21	Pad	Report of Oil and Waste.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
L-23	Pad	Locomotive Engineer's Report of Stock Killed or Injured.	
L-24	Pad	Daily Locomotive Inspection and Repair Report.	
L-28	Book	Labor Distribution Book.	
L-29	Book	Daily Record of Mileage of Locomotive.	
L-35A	Pad	Details of Shop Expenditures on Locomotives.	
L-35B	Pad	Details of Shop Expenditures on Passenger Train Cars.	
L-38½	Pad	Wheels, Report of Test.	
L-42	Pad	Interchange Report for Month.	
L-48	Pad	Requisition on Material Storekeeper.	
L-48½	Pad	Record of Material Returned to the Stores Department for Credit.	
L-55	Pad	Distribution of Oil and Waste.	
L-65	Pad	District Oil Report.	
L-66	Pad	Excess Oil Ticket.	
L-68	Pad	Master Mechanic's Affidavit.	
L-73	Pad	Shop Overtime Report.	
L-78	Card	Shop Car Slip.	
L-89	Pad	Engineman's Report of Delays, Account of Engine Failure.	
L-91	Pad	Report of all Bad Order Cars Undergoing and Awaiting Repairs and Repaired.	
L-95	Pad	Sketch and Report of Defective Wheels.	
L-99	Pad	Report of Cars Shipped, Empty or Loaded.	
L-100	Card	Return Car Card.	
L-101	Card	Gas Certificate.	
L-120	Pad	Report of Bad Order Cars on Hand at Close of Work.	
L-128	Pad	Annual Locomotive Inspection and Repair Report.	
L-135	Pad	Monthly Locomotive Inspection and Repair Report.	
L-137	Book	Authority for Transfer or Adjustment of Lading.	
L-140	Book	Record of Boilers Washed.	
L-144	Card	Record of Electrical Inspection and Repairs.	
L-150	Card	Report of Light Weighing Car.	
L-152	Pad	Passenger Train Cars in and Awaiting Shops for Repairs.	
L-153	Card	Report of Improper Repairs to Cars.	
L-155	Pad	Distribution of Time Slips.	
L-156	Card	Bad Order Car Card.	
L-156½	Card	Bad Order Car Transfer Card.	
L-159	Pad	Telegraphic Report of Engine Failure.	
L-160	Pad	Report of Engine Failures.	
L-175	Pad	Air Brake Inspection Report.	
L-178	Book	Foreign Car Repair Record.	
L-180	Pad	Foreman's Cross Order.	
L-182	Pad	Application for Employment, Motive Power Department	
L-184	Pad	Minor's Release.	

Form Number	Unit	CAPTION.	Monthly Consumption
L-185	Card	Defective Roof Card.	
L-195	Card	Bad Order Car Card.	
L-197	Book	Workmen's Pass.	
L-198	Pad	Comparative Monthly Statement of Payrolls and Overtime.	
L-201	Pad	Monthly-Annual Inspection Report of Stationary Boilers.	
L-202	Pad	Wreck Report.	
L-208	Pad	Report of Condition of Fire Boxes Broken, Staybolts, etc.	
L-209	Pad	Report of Mechanical Department Forces.	
L-212	Pad	Condition of Fire Box, Class G7 and 7S, G 8 and 9-H3 Engines.	
L-213	Pad	Condition of Fire Box, Class A16 and 16S, F15 and 15S Engines.	
L-214	Pad	Condition of Fire Box, Class G-11 Engines.	
L-215	Pad	Condition of Fire Box, Class G-6 Engines.	
L-216	Pad	Condition of Fire Box, Class H5 and J2 Engines.	
L-217	Pad	Condition of Fire Box, Class J-1 Engines.	
L-218	Pad	Condition of Fire Box, Class K-1 Engines.	
L-221	Pad	Shipping Programme.	
L-222	Card	Weigh Card.	
L-225	Pad	Report of Progress made on Work Authorized by Special Authority.	
L-226	Book	Auditor's, Teamster's and Time Keeper's Check of Wood Purchased of the C. & O. R'y Co.	
L-227	Pad	Report of Changes made on Engine, or Car.	
L-228	Card	Record of Inspection and Repairs to Automatic Train Control Equipment.	
L-230	Pad	Report of Tests and Inspection of Axles.	
L-232	Pad	Report of Broken Arch Bars.	
L-237	Pad	Locomotive Condition Report.	
L-238	Card	Safe to Run in Rear of Train Only.	
L-242	Card	Car Card Showing Defective Safety Appliances.	
L-243	Pad	Bad Order Car Report.	
L-244	Pad	Mechanical Inspection Report.	
L-245	Pad	Report of Train Failures Shown on Form L-160.	
L-246	Pad	General Breakage Report No. 1.	
L-247	Pad	Breakage Report No. 15.	
L-249	Pad	Maintainers Report of Trouble on Engines Equipped with American Automatic Train Control.	
L-250	Pad	Engineer's Report of Trouble on Engines Equipped with American Automatic Train Control.	
L-253	Pad	Request for Shopping Locomotives.	
L-254	Pad	Report of Broken Bittendorf Truck Frames.	
L-255	Pad	Report of Broken Piston Rods.	
L-256	Pad	Report of Broken Eccentric Cranks.	
L-257	Pad	Report of Broken Vulcan Truck Frames.	
L-258	Pad	Report of Engine Truck Box.	
L-259	Pad	Report of Broken Main Rod.	
L-260	Pad	Report of Broken Superheater Units.	

Form Number	Unit	CAPTION.	Monthly Consumption
L-262	Pad	Power Plant Record.	----------
L-263	Sheet	Flue and Mileage Report.	----------
L-264	Card	Conductors Report of Car Defects.	----------
L-265	Book	Record of Cars Shopped for Repairs.	----------
L-266	Pad	Report of New Steel Parts Applied to 55 Ton and 57½ Ton F. B. G. Steel Coal Cars when given Class 4 or 5 Repairs.	----------
L-267	Pad	Report of New Steel Parts Applied to 55 and 57½ Ton H. B. G. Steel Coal Cars when given Class 4 or 5 Repairs.	----------
L-271	Card	Record of Electrical Inspection and Repairs.	----------
L-272	Pad	Standard Battery Maintenance Report.	----------
L-273	Pad	Monthly Maintenance Report, Locomotive Turbo Generators.	----------
L-275	Pad	Report of Electric Train Lighting Maintenance Cost.	----------
L-276	Pad	Car Card, Too Large for Tunnels.	----------
L-277	Pad	Breakage Report No. 23.	----------
L-278	Pad	Breakage Report No. 24.	----------
L-279	Pad	Standard List of Tools and Equipment to be Carried on Caboose Car.	----------
L-279A	Pad	Standard List of Tools and Equipment for Passenger Trainmen.	----------
L-279B	Pad	Standard List of Tools and Equipment to be Carried on Combination Baggage and Express Car.	----------
L-281	Pad	Breakage Report No. 24, Andrews Car Truck Frames.	----------
L-284	Pad	Breakage Report No. 16, Report of Broken Side Rods.	----------
L-285	Pad	Boiler Condition Report and Staybolt Diagram Class H-7 Engine.	----------
L-293	Pad	Boiler Condition Report and Staybolt Diagram, Class K-2 Engine.	----------
L-294	Pad	Boiler Condition Report and Staybolt Diagram Class K-3 Engine.	----------
L-295	Card	Record of Water Coolers on Passenger Trains Steamed.	----------
L-296	Pad	Distribution of Expenses to Classes of Service.	----------
L-297	Pad	Report of Inspection of Hot Water Washout and Filling System for Locomotive Boilers.	----------
L-298	Pad	Daily Report of Engines Dispatched over Train Control Zone.	----------
L-299	Pad	Supplies Short Individual Engines.	----------
L-300	Pad	Monthly Locomotive Shopping Line Up.	----------
L-301	Pad	Monthly Report of Quality and Cost of Supplies Furnished Locomotives.	----------
L-302	Pad	Switching Report for Car Repair Tracks.	----------
L-309	Pad	Report of Daily Expenses.	----------
L-310	Card	Location of Employes.	----------
L-312	Pad	Scheduling and Routing System for Locomotive Repairs.	----------
L-313	Pad	Scheduling and Routing System for Locomotive Repairs.	----------
L-314	Pad	Shipping List.	----------
L-315	Pad	Statement of Delays.	----------
L-316	Pad	Notification of Changes in Schedule.	----------
L-317	Pad	Statement of Operations or Finished Material Late in Delivery to Date.	----------
L-318	Pad	Daily Check Sheet.	----------
L-319	Pad	Request for Shop Numbers for Shop Machinery and Equipment and Report of Transfers and Retirements Made.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
L-320	Card	Daily Service Card.	----------
L-321	Pad	Shop Overtime Report.	----------
L-322	Pad	Store Department Order on Shops.	----------
L-323	Pad	Foreman's Store Order, Cross Order.	----------
L-324	Pad	Details of Store Order Labor.	----------
L-325	Pad	Report of Master Mechanic to Mechanical Engineer Covering Drawing Wheels and Tailer Tires, Applied, or Changed on Locomotive.	----------
L-329	Pad	Notice of Transfers and Changes of Employes from one Position to Another.	----------

Form Number	Unit	CAPTION.	Monthly Consumption.

Form Number	Unit	CAPTION.	Monthly Consumption.
MJ-3	Pad	Monthly Statement of Wheels and Axles Drawn at Shops	----------
MJ-7	Pad	Car Inspector's Report.	----------
MJ-8	Book	American Railroad Association Billing Repair Card.	----------
MJ-8½	Book	M. C. B. Association Billing Repair Card.	----------
MJ-9	Book	M. C. B. Defect Card.	----------
MJ-11	Tag	Defective Air Brake Tag.	----------
MP-1	Sheet	Report of Work Done on Passenger Train Car.	----------
MP-2	Sheet	Report of Work Done on Locomotive.	----------
N-7	Pad	Section Foreman's Report of Stock Killed or Injured.	----------
N-8	Pad	Report of Fires.	----------

Form Number	Unit	CAPTION	Monthly Consumption
N-18	Pad	Weekly Force Report.	
N-23	Pad	Section Foreman's Report of Accident.	
N-40	Pad	Force Report, Maintenance of Way Department.	
N-44	Pad	Monthly Statement of Tracks in Existence.	
N-45	Pad	Report of Switch Ties.	
N-47	Pad	Cement Report.	
N-57	Pad	Engineer's Force Report.	
N-58	Pad	Report of Rail Failures in Main Track.	
N-93A	Pad	Daily Report of Material Used in Roadway Maintenance.	
N-93B	Pad	Daily Report of Material Used in Roadway Construction.	
N-95	Pad	Daily Report of Time Earned and Distribution of Same.	
N-95½	Pad	Daily Report of Time Earned and Distribution of Same.	
N-96	Pad	Office Record of Time Worked and Distribution to Accounts.	
N-97	Pad	Semi-Monthly Deduction List of M. of W. Department.	
N-98	Pad	Section Foreman's Daily Report of Material Loaded.	
N-99	Pad	Section Foreman's Daily Report of Material Unloaded.	
N-101A	Pad	Daily Report of Material Used other than Tracks.	
N-101B	Pad	Daily Report of Material Used other than Tracks.	
N-102	Pad	Material Used in Repairs and Construction of Tracks on other Projects not Owned or Maintained by the C. & O. R'y Co.	
N-103	Pad	Report of Ballast Used in Betterment.	
N-108	Pad	Accounting Record of Rail Installed and Released.	
N-109	Pad	Accounting Record of Ballast Shipped and Unloaded.	
N-110	Pad	Accounting Record of Rail Shipped and Unloaded.	
N-112	Pad	Monthly Record of Cross Tie Installation.	
N-113	Pad	Accounting Record of Cross Ties Shipped and Unloaded.	
N-114	Pad	Report of Location of Camp Car Equipment.	
N-125	Pad	Inspection of Frogs and Switches.	
N-127	Pad	Daily Report of Work Trains Called.	
N-128	Pad	Daily Report of Service Performed by Work Trains.	
N-129	Pad	Record of Ties Purchased, Work Sheet.	
N-130	Pad	Inter-Division Shipment of Ties, Work Sheet.	
N-131	Pad	Ties Put in Track, Work Sheet.	
N-132	Pad	New Rail Unloading and Laying Situation.	
N-133	Pad	Shipping and Receiving Invoices.	
N-134	Pad	Daily Expense Report.	
N-135	Pad	Quarter Monthly Cross Tie Situation Report.	
N-136	Pad	Ballast Abstract Recapitulation.	
N-137	Pad	Quarter Monthly Progress Report of Ballast Situation.	
N-138	Pad	Work Sheet for Charges to be Reported on Page 8 Form RJ-7	
N-139	Pad	RJ-70 Abstract Charges, Pages 2 and 4, Work Sheet.	

Form Number	Unit	CAPTION.	Monthly Consumption
N-140	Pad	Notice of Cross Tie Shipments.	
N-143	Pad	Water Failure Report.	
N-147	Pad	Monthly Report of Motor Car Operation.	
N-148	Pad	Quarter Monthly Force and Equipment Report.	
N-149	Pad	Daily Telegraphic Ballast Report.	
N-158	Pad	Semi-Monthly Statement of Employes and Number of Meals Furnished.	
N-159	Pad	Semi-Monthly Inventory of Rations on Hand.	

P 297 pad Pay shortage claim

P 437 overtime Ticket

P 483 sick-pay allowance

Form Number	Unit	CAPTION.	Monthly Consumption
O-6	Pad	Certificate of Court Summons.	----------
O-7	Pad	Report of Court Summons.	----------
P-18	Pad	Receipt for Cash.	----------
P-41	Card	Identification Card.	----------
P-50	Pad	Requisition for Postage Stamps.	----------
P-62	Pad	Statement of Deductions from Salary of Employees.	----------
PD-1A	Pad	Application for Pension.	----------
R&E-1	Pad	Summary of and Distribution of all Labor Charges in Connection with Construction, Replacement, Conversion and Retirement of Property.	----------

Form Number	Unit	CAPTION.	Monthly Consumption
RJ-21	Pad	Journal Entry.	
RJ-21½	Pad	Journal Entry.	
RJ-34	Pad	List of Payroll Deductions.	
RJ-70 Page 1 & 4	Pad	Report of Buildings, Shop Machinery, etc., Moved from one Point to Another.	
RJ-70 Page 2	Pad	Monthly Department Report of Material and Labor Expended.	
RJ-70 Page 3A	Pad	Material Chargeable to Operating Expenses in Connection with New Work.	
RJ-70 Page 3 & 5	Pad	Report of Property Retired and Material Used in New Work.	
RJ-70 Page 6	Pad	Report of Renewals of Rail in Old Tracks and of Old Rail Removed.	
RJ-70 Page 7	Pad	Monthly Report of Ties (Renewals) Put in Main Line and Old Sidings.	
RJ-70 Page 8	Pad	Report of Material Installed and Removed from Tracks.	
RJ-70 Page 9	Pad	Report of Rails and Ties Used in New Work.	
RJ-70 Page 10	Pad	Report of Tracks Abandoned Wholly or in Part.	
RJ-70 Page 11	Pad	Monthly Balance Sheet.	
RJ-70 Page 12	Pad	Monthly Report of Ballast Applied in Maintenance and Betterment.	
RJ-70 Page 13	Pad	Monthly Report of Ballast Applied on Additional Tracks and on New Lines and Extensions.	
RJ-92	Pad	Statement of Sight Drafts on Treasurer for Claims.	
RJ-94	Pad	Summary of Deductions made from Payrolls.	
RJ-106 Sheet 1	Pad	Form for Reporting Information on Railroad Employees.	
RJ-106 Sheet 2	Pad	Form for Reporting Information on Railroad Employees.	
RJ-106 Sheet 3	Pad	Form for Reporting Information on Railroad Employees.	
RJ-106 Sheet 4	Pad	Form for Reporting Information on Railroad Employees.	
RJ-106 Sheet 5	Pad	Form for Reporting Information on Railroad Employees.	
RJ-117	Pad	Statement of Material Reported on Abstract Chargeable or Creditable to A. & B. etc.	
RP-2	Card	Conductor's Report o Passengers Carried in Pullman Cars.	
S-25	Pad	Weighmaster's Certificate of Scrap Loaded.	

Form Number	Unit	CAPTION.	Monthly Consumption
S-34	Pad	Receipt for Cash to "American Railway Express Company."	
S-35½	Pad	Gummed Stickers.	
S-40	Book	Car Record Book.	
S-43	Pad	Voucher for Stores Charges, size 8½ x 14 inches.	
S-43½	Pad	Voucher for Stores Charges, size 8½ x 5½ inches.	
S-49	Pad	Specification Sheet on Dies.	
S-50	Pad	Specification Sheet on Punches.	
S-60	Pad	Material Requisition.	
S-61	Book	Storekeeper's Short Report.	
S-62	Sheet	Requisition Register.	
S-63	Sheet	Original Purchase Order.	
S-63A	Sheet	Purchase Requisition.	
S-63B	Sheet	Storekeeper's Purchase Requisition Invoice Record.	
S-63 Perforated	Sheet	Purchasing Agent's Copy, Purchase Order.	
S-63 Plain White	Sheet	Correspondence Copy of Purchase Order.	
S-63 Salmon	Sheet	Storekeeper's Copy Purchase Requisition.	
S-72	Pad	Sales Order.	
S-74	Sheet	Stockkeeper's Stock Book.	
S-75	Pad	Material Receiving Sheet.	
[illegible]	Pad	Invoice Transmittal Sheet.	
	Pad	Stationery Requisition.	
	Pad	Stock Order Receipt.	
	Pad	Tracer on Storekeeper for Material.	
	Pad	Daily Report of Cars Held Underload Account of Stores Department.	
	Pad	Store Department Order on Shops.	
	Sheet	Standard Price Book.	
	Pad	Notice of Scrap Shipments.	
S-105	Book	Specifications and Instructions for Ordering and Inspecting Lumber.	
S-107	Book	List of Stationery Supplies, Printed Forms and Standard Supplies.	

Form Number	Unit	CAPTION.	Monthly Consumption
SF-12	Pad	Receipt for Goggles.	----------
SF-13	Card	Monthly Check of Goggles in Use at Shops.	----------
SF-14	Sheet	Safety Bulletin.	----------
SF-15	Sheet	Safety Bulletin Blank.	----------
	Pad	Telegraph Blank (Padded).	----------
T-1	Sheet	Telegraph Blank (Unpadded).	----------
T-3	Pad	Operator's Record of Telegrams.	----------
-4	Pad	Telegram Delivery Sheet.	----------
5	Pad	Daily Service Record of Telegrams.	----------
T-15	Pad	Telegraphic Report of Company Property Damaged or Destroyed by Fire.	----------
T-22	Book	Telegraph Operator's Extra Time Ticket.	----------
T-25	Pad	Record of Long Distance Telephone Calls.	----------

Form Number	Unit	CAPTION.	Monthly Consumption.
V-14	Pad	Estimate for Bridges, Buildings and other Structures.	
X-1	Pad	Payroll Sheet.	
X-3	Pad	Monthly Report of Labor Performed.	
X-4	Pad	Condensed Summary of Payroll and Distribution of Same to Primary Accounts.	
X-4½	Pad	Analysis of Payrolls and Distribution of Same.	
X-5	Pad	Payroll Sheet.	
X-6	Book	General Time Book.	
X-6½	Book	Time Book.	
X-8 White	Pad	Inventory Sheet.	
X-8 Yellow	Pad	Inventory Sheet.	
X-9	Pad	Extra Labor Payroll.	
X-10	Card	Package Waybill of Company's Supplies Shipped by Passenger Train.	
X-15	Tag	Jute Shipping Tag.	
X-15½	Tag	Jute Shipping Tag Strung with 6-inch Wire.	
X-17	Pad	Letterhead, Unruled.	
X-17	Pad	Letterhead, Ruled.	
X-17½	Pad	Notehead, Ruled.	
X-17½	Pad	Notehead, Unruled.	
X-18	Envelope	Manilla Envelope, size 9½ x 4 inches.	
X-18½	Envelope	Manilla Envelope, size 6 x 3½ inches.	
X-	Pad	Company's Invoice, size 8½ x 14 inches.	
X-	Pad	Company's Invoice, size 8½ x 5½ inches.	

Form Number	Unit	CAPTION	Monthly Consumption
X-25	Card	Acknowledgement of Agents Claim for Relief.	
X-26	Book	Discharge Ticket.	
X-28	Pad	Expense Account.	
X-29	Envelope	Envelope, size 11½ x 5 inches.	
X-31	Pad	Request for C. & O. Trip Pass.	
X-38	Pad	Station Payroll Statement.	
X-39	Pad	Statement of Vouchers.	
X-40	Pad	Summary of Bills Sent to the Auditor for Audit.	
X-47	Pad	Robbery Report.	
X-56	Pad	Request for Annual or Term Pass.	
X-57	Pad	Auditor's Expense Voucher.	
X-58	Pad	Expense Voucher, size 8½ x 5½ inch.	
X-59	Pad	Expense Voucher, size 8½ x 14 inches.	
X-61	Pad	Report of Damage to or Destruction of Property by Fire.	
X-63	Pad	Transmittal of Bills for Audit.	
X-65	Pad	Service Letter.	
X-70	Envelope	Envelope, size 15 x 12 inches.	
X-71	Envelope	Envelope, size 15 x 12 inches.	
X-72	Envelope	Train Telegram Envelope, size 6¾ x 3⅝ inches.	
X-74	Envelope	Engine Inspection Forms Envelope, size 7½ x 10½ inches.	
X-75	Card	Income Tax Card.	
X-76	Pad	Application for Employment.	
X-79	Pad	Request for Foreign Trip Pass.	
X-82	Envelope	Envelope, size 12½ x 10½ inches.	
X-83	Envelope	Du-Plex Envelope, size 14 x 10½ inches.	
X-84	Envelope	Envelope, size 5½ x 12 inches, for M. of W. Department only.	
X-85	Pad	Payroll Proof Sheet.	
X-90	Envelope	Envelope, White No. 10, General Office, size 9½ x 4 inches.	
X-91	Envelope	Envelope, White No. 6, General Office, size 6 x 3½ inches.	
X-92	Envelope	Envelope, White No. 10, size 9½ x 4 inches.	
X-93	Envelope	Envelope, White No. 6, size 6 x 3½ inches.	
X-94	Envelope	Envelope, White No. 9, Outlook, size 9 x 4 inches.	
X-95	Envelope	Envelope, Manilla No. 10, Window, size 9½ x 4 inches.	
X-119	Pad	Application for Advertised Position.	

Form Number	Unit	CAPTION.	Monthly Consumption

CAPTION.	Monthly Consumption
ly Estimate Voucher.	----------
Pipe Line Agreement.	----------
pe Line Agreement.	----------
e Line Agreement.	----------
tion for Extensions, Improvements or other Changes in Physical Property.	----------
nt for Electric Light and Power Crossings and other Wire.	----------
tion for Destruction of Records Relating to Federal Operation.	----------

(Clip Board)

Board, Arch - 9 x 15

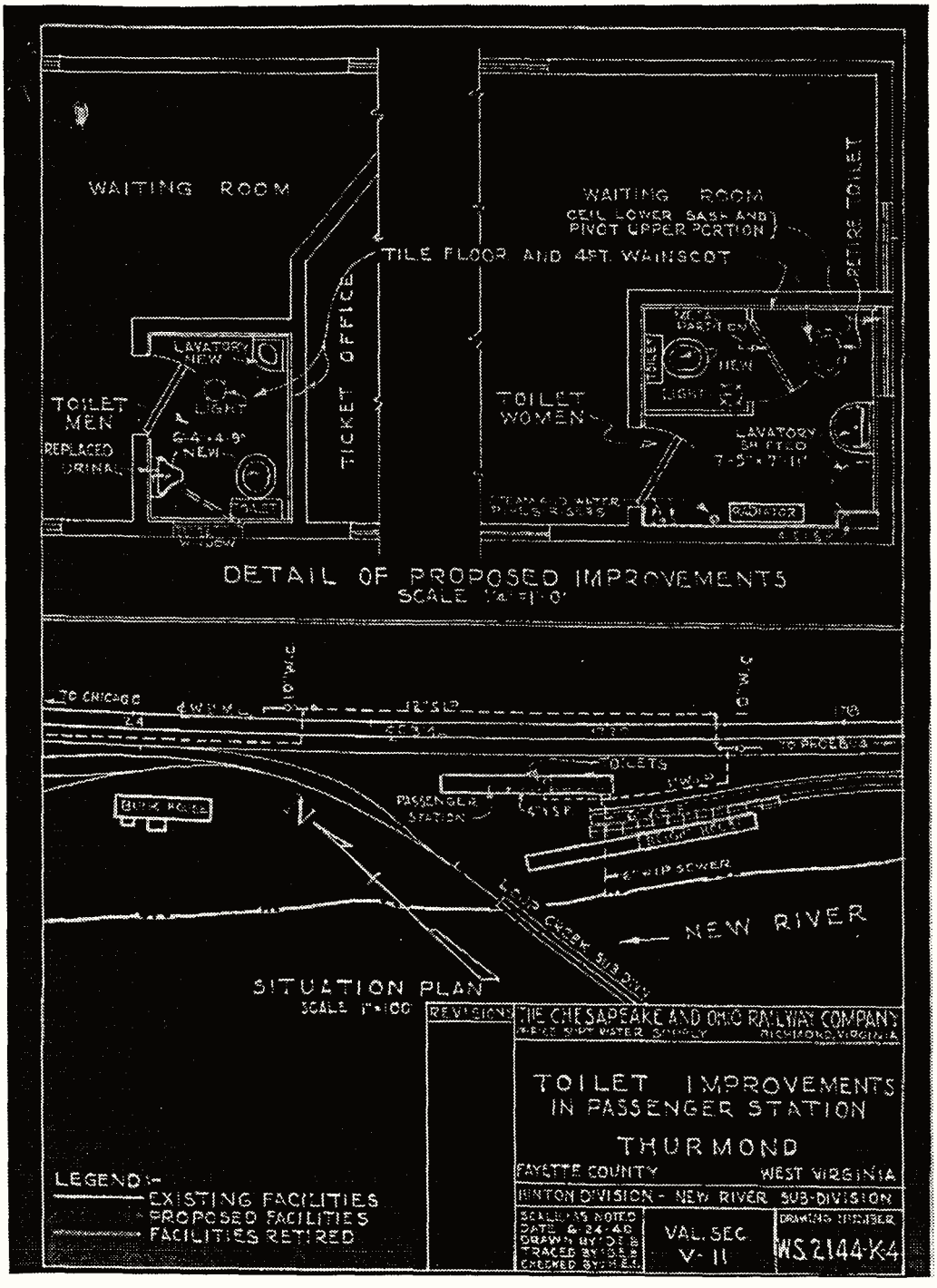
THE CHESAPEAKE AND OHIO RA.

STANDARD SUPPLIES (NOT REQUIRING STATIONERY COM
NOT STOCKED BY STATIONERY STOREKE

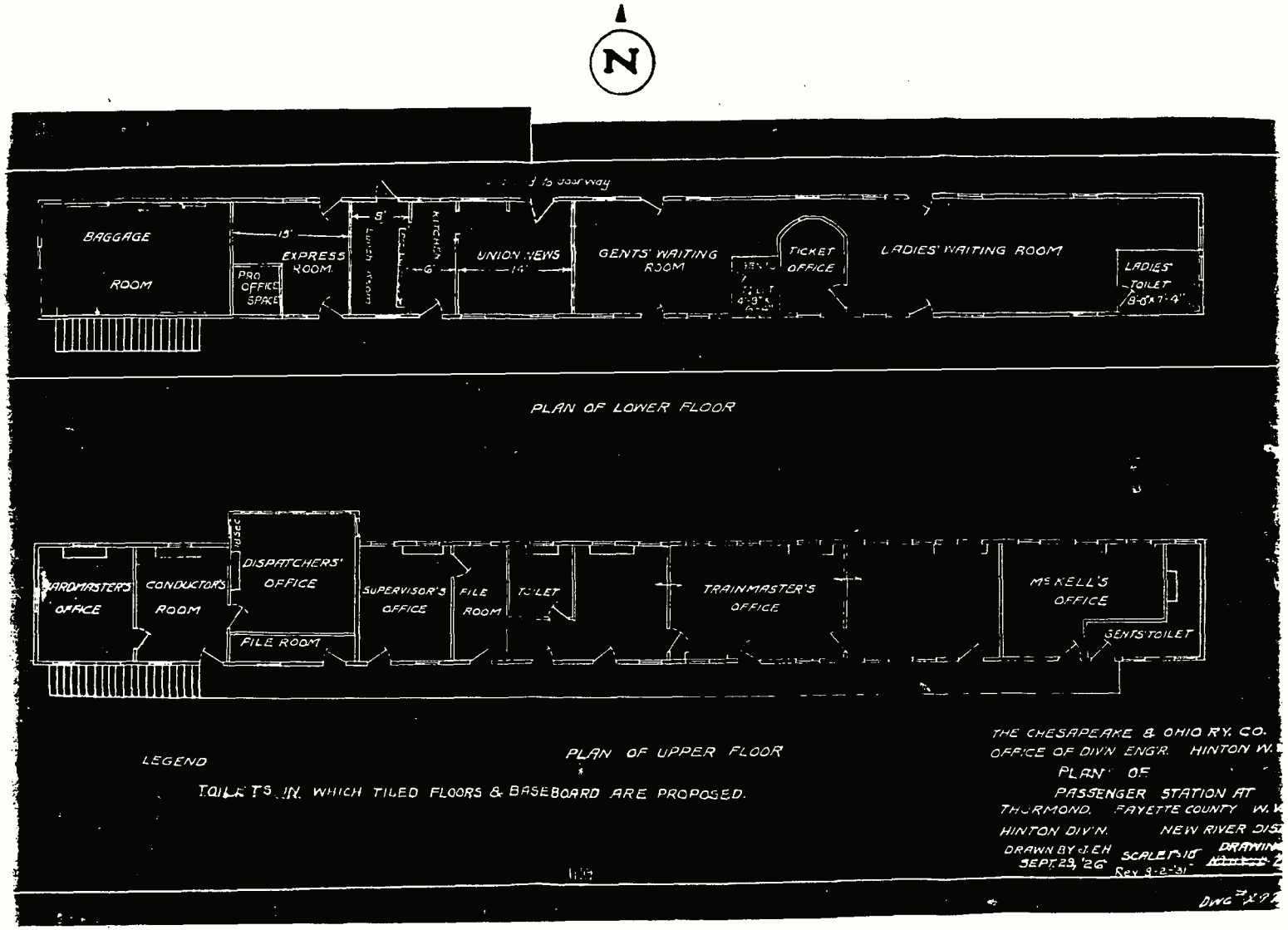
DESCRIPTION.		
Book, Cross Section, K. & E. No. 376-A, or equal		
Book, Field, K. & E. No. 363-A, or equal		
Book, Level, K. & E. No. 370-A, or equal		
Cloth, Profile Tracing, Plate A, K. & E. No. 258-R, or equal, 20 inches wide, 20-yd. roll		
Cloth, Profile Tracing, Plate B, K. & E. No. 268-R, or equal, 20 inches wide, 20-yd. roll	Roll	
Cloth, Cross Section Tracing, K. & E. No. 288-R, or equal, 20 inches wide, 20-yd. roll	Roll	
Cloth, Blue Print, Specify the width and yards, per roll	Roll	
Paper, Van Dyke, Specify the width and yards, per roll	Roll	
Paper, Blue Print, Specify the width and yards, per roll	Roll	
Paper, Tracing, K. & E. No. 197, or equal, 36 inches wide, 20-yd. roll	Roll	
Paper, Tracing, K. & E. No. 190, or equal, 39 inches wide, 20-yd. roll	Roll	
Paper, Tracing, K. & E. No. 202, or equal, 42 inches wide, 20-yd. roll	Roll	
Paper, Cross Section, Tracing, K. & E. No. 287-R, or equal, 20 inches wide, 50 yd. roll	Roll	
Paper, Drawing, Duplex, K. & E. No. 50, or equal, 36 inches wide, 10 and 50-yd. roll	Roll	
Paper, Drawing, Duplex. K. & E. No. 50, or equal, 42 inches wide. 10 and 50-yd. roll	Roll	
Paper, Drawing, Universal, K. & E. No. 100, or equal, Mounted, 36 inches wide, 10 and 50-yd. roll	Roll	
Paper, Drawing, Universal, K. & E. No. 100, or equal, Mounted, 42 inches wide, 10 and 50-yd. roll	Roll	
Paper, Cross Section, Drawing, K. & E. No. 283-G, or equal, 20 inches wide, 50-yd. roll	Roll	
Paper, Profile Tracing, Plate A, K. & E. No. 257-R, or equal, 20 inches wide, 50-yd. roll	Roll	
Paper, Profile Tracing, Plate B, K. & E. No. 267-R, or equal, 20 inches wide, 50-yd. roll	Roll	
Paper, Profile Drawing, Plate A, K. & E. No. 253-G, or equal, 20 inches wide, 50-yd. roll	Roll	
Paper, Profile Drawing, Plate B, K. & E. No. 263-G, or equal, 20 inches wide, 50-yd. roll	Roll	
Shield, Erasing, K. & E. No. 3411, or equal		

APPENDIX C

Historic Floor Plans

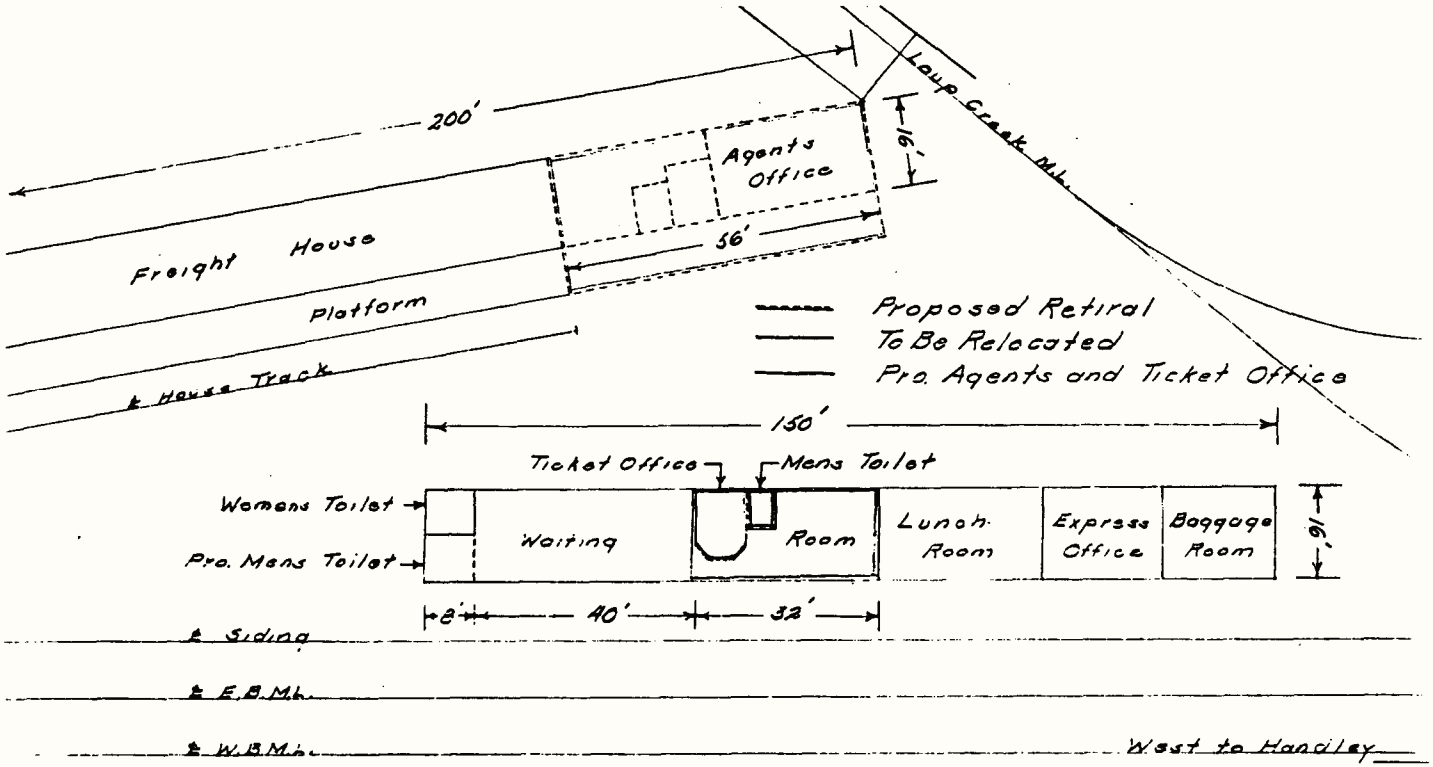


C&O floor plan drawing no. WS2144-K-4, "Toilet Improvements in Passenger Station, Thurmond, 6-24-40." In possession of the Hinton Railroad Museum.



C&O floor plan drawing no. 292, "Passenger Station at Thurmond." Drawn Sept. 29, 1926, revised 8-2-31. In possession of the Hinton Railroad Museum.

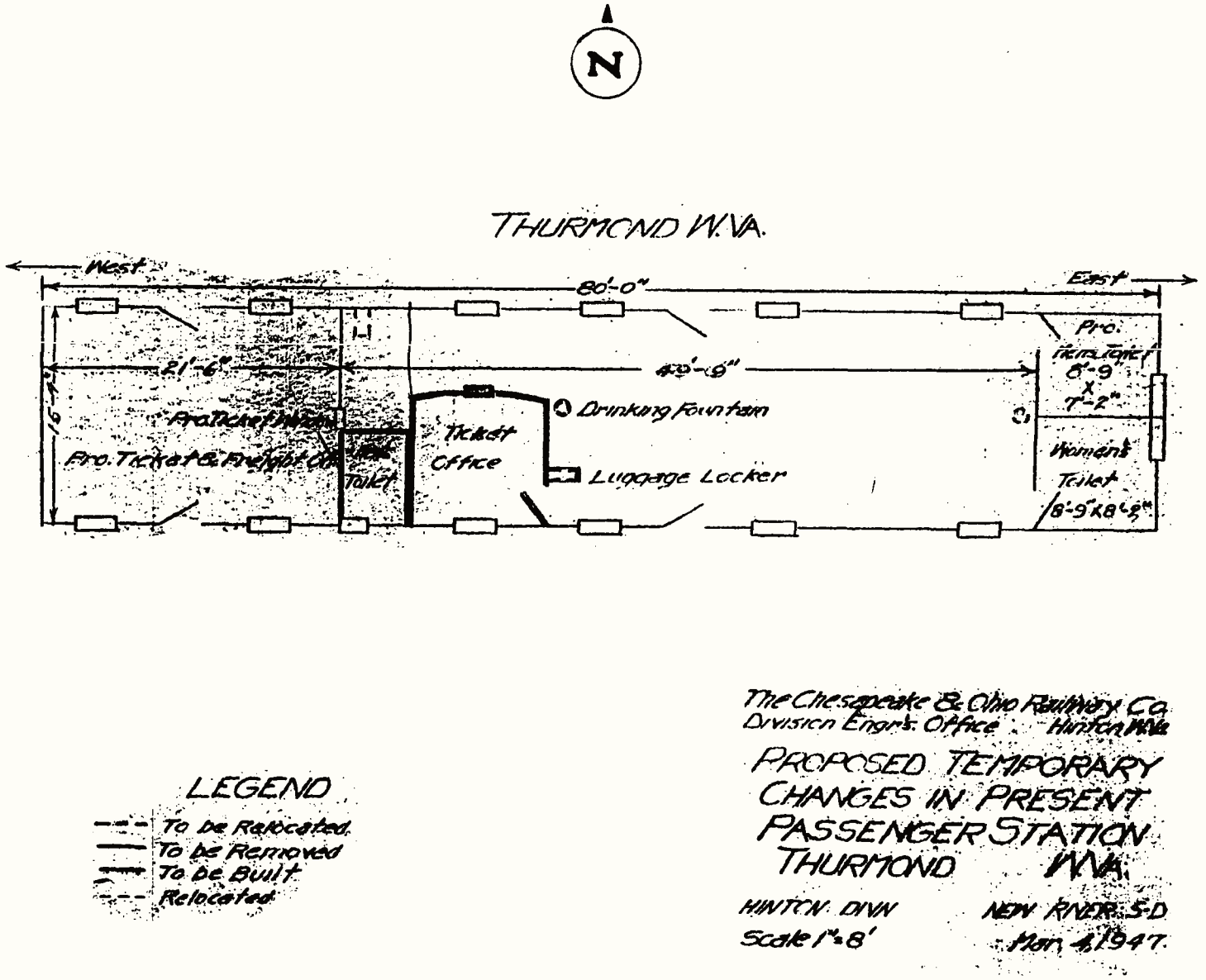
C&O engineer's sketch (no title or number) of Thurmond Depot's first floor layout, ca.1944.
In possession of the Hinton Railroad Museum.



THURMOND W. VA.

H.S.T.

N



C&O engineer's unnumbered sketch of the east end of the first floor of the Thurmond Depot, "Proposed Temporary Changes in Present Passenger, Thurmond W.Va., 3-4-47." In possession of the Hinton Railroad Museum.

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U.S. Department of the Interior
Mission Statement

As the Nation's principal conservation agency, the Department of the Interior has responsibility for most of our nationally-owned public lands and natural resources. This includes fostering sound use of our land and water resources; protecting our fish, wildlife, and biological diversity; preserving the environmental and cultural values of our national parks and historical places; and providing for the enjoyment of life through outdoor recreation. The Department assesses our energy and mineral resources and works to ensure that their development is in the best interests of all our people by encouraging stewardship and citizen participation in their care. The Department also has a major responsibility for American Indian reservation communities and for people who live in island territories under U.S. administration.