

M1889

CARD INDEX FOR THE NUMERICAL AND MINOR FILES  
OF THE DEPARTMENT OF STATE, 1906–1910

William J. Walsh prepared the records for filming  
and compiled the Introduction.

National Archives and Records Administration  
Washington, DC  
2003

United States. National Archives and Records Administration.

Card index for the numerical and minor files of the  
Department of State, 1906–1920.– Washington, DC : National  
Archives and Records Administration, 2003.

– (National Archives microfilm publications. Pamphlet  
describing ; M 1889)

Cover title.

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compiled the introduction.”

“This index is listed and described in Entry 188 in National  
Archives Inventory No. 15, Inventory of the General Records of  
the Department of State, 1789–1949. These index cards, and the  
records to which they refer, are part of the General Records  
of the Department of State, Record Group (RG)59.”–P. 1

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Numerical and minor files of the Department of State,  
1906–1910, for which this publication is both a finding aid  
and complement.”–P. 1

1. United States. Dept. of State – Archives – Microform  
catalogs. 2. United States – Foreign relations – 1901–1909 –  
Sources – Microform catalogs. I. Walsh, William J., archivist.  
II. Title.

## INTRODUCTION

On the 86 rolls of this microfilm publication, M1889, are reproduced the Index Cards of the Numerical and Minor Files of the Department of State, 1906–1910. This index is listed and described in Entry 188 in National Archives Inventory No. 15, *Inventory of the General Records of the Department of State, 1789–1949*. These index cards, and the records to which they refer, are part of the General Records of the Department of State, Record Group (RG) 59.

## BACKGROUND AND RECORDS DESCRIPTION

From 1906 to 1910 the State Department used a numerical system for its Central Files, assembling and arranging individual documents by sequential case numbers and subnumbers. The files reflected the basic functions and the subjects of primary importance to the Department's role in the conduct of U.S. foreign affairs. A subordinate, or minor, file was at the same time established for the routine administrative functions of the Department and was arranged alphabetically by the source of correspondence.

A full explanation of the file itself is found in the introduction to National Archives Microfilm Publication M862, *Numerical and Minor Files of the Department of State, 1906–1910*, for which this publication is both a finding aid and complement.

This index is on 3- by 5-inch cards. Each card gives the name of the sender or the addressee, the date, and a brief summary of the message. It indicates whether the document is in the Numerical or the Minor File. For the Numerical File, the case and individual document numbers are given, separated by a slash (e.g., "8643\3"). For the Minor File, only the designation "Minor File" is provided. The cards are arranged alphabetically (by subject, by individual name, by Foreign Service post or country, or by Federal Government department), thereunder as "From" or "To," and thereunder chronologically. The "From" and "To" designations are shown prominently in the index listings in the attached Table of Contents, along with the other essential elements about the files. The key information for the researcher is the Numerical File "case number" or the "Minor File" designation, located on the upper right corner of the index card. With this information, the desired files can then be located on the appropriate rolls of Microfilm Publication M862.

A separate major index to this file is the "Purport List" of the Numerical File, 1906–10 (Inventory No. 15, Entry 190). This index is arranged by the Decimal File scheme adopted by the Department of State in 1910 and is a cross-reference index to the preceding Numerical and Minor filing system. It has not been microfilmed.

The Central Decimal File, which replaced the Numerical and Minor File in 1910, was a subject file with a numerical scheme. It was superior to its predecessor in all respects and remained the State Department's primary filing system until 1963.

## **RELATED RECORDS**

### NATIONAL ARCHIVES MICROFILM PUBLICATIONS

M862, *Numerical and Minor Files of the Department of State, 1906–1910*

### TEXTUAL RECORDS IN THE NATIONAL ARCHIVES

Other National Archives record groups containing records closely related to the Numerical and Minor Files and this card index include the Records of the Foreign Service Posts of the Department of State, RG 84; Records of International Conferences, Commissions, and Expositions, RG 43; and Records of Boundary and Claims Commissions, and Arbitrations, RG 76.

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