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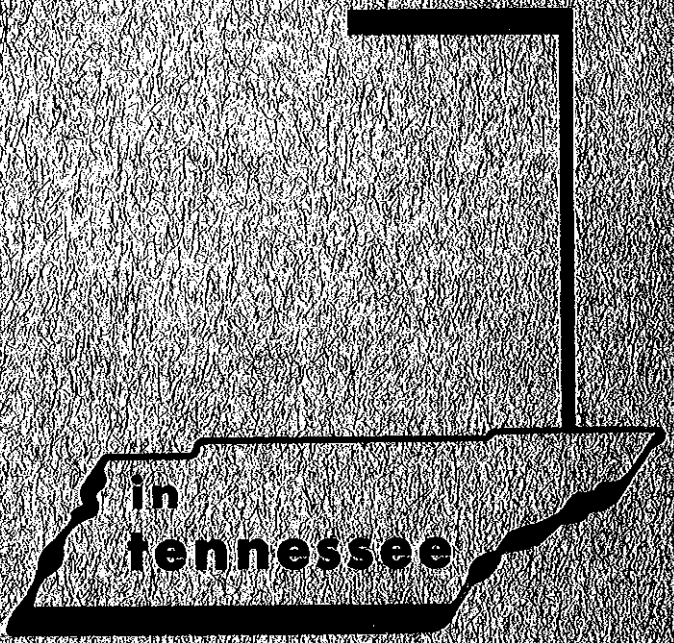
Technical Services—Tennessee

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Technical Services—
Tennessee

GUIDE

TO TECHNICAL SERVICES
AVAILABLE TO STATE AND LOCAL AGENCIES
in
TENNESSEE

THE UNIVERSITY OF TENNESSEE RECORD
EXTENSION SERIES

Vol. XXIV No. 2

Published by
The Division of University Extension
The University of Tennessee
for
The Tennessee State Planning Commission
and
The Bureau of Public Administration

KNOXVILLE
April, 1948

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Publication No. 185
April, 1948

FOREWORD

This handbook is one of the products of a cooperative program of study of government in the South. For several years the Universities of Alabama, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia, along with the Tennessee Valley Authority, have been working together in an effort to obtain more information about government in the southern states, and to make that information available to public officials and other interested individuals. The General Education Board, a philanthropic foundation, has helped finance this program, and those who have participated in the enterprise greatly appreciate its assistance.

A manual of this type has been prepared in each of the states listed above. The work involved in its preparation has been done largely within the state, but the participating institutions have coordinated their studies and assisted each other in many ways. It is hoped and believed that this pooling of resources has made possible a more effective job than any state could have done individually.

ROSCOE C. MARTIN
Director
The Bureau of Public Administration
University of Alabama

PREFACE

During the year 1945 the universities of Alabama, Kentucky, Mississippi, North Carolina, South Carolina, and Tennessee, together with the Tennessee Valley Authority, initiated an interinstitutional research project in public administration. This project concerned the investigation of the public administration of natural resources in each of the six states. Subsequent to its completion, the same institutions, with the addition of the University of Virginia, began an investigation of the technical services which are available for the use of state and local agencies in the region under study. The present volume, *Guide to Technical Services Available to State and Local Agencies in Tennessee,* is prepared as one of the publications growing out of the second research project. The purpose of this handbook is to provide state and local officials with a dictionary of the sources and types of technical information and assistance which they may obtain upon request. It is hoped that it will be used as a means of directing local officials to the services which they may secure in promoting sound governmental practices. Similar handbooks will be published in the other states which have cooperated in this project.

"Technical Services" as defined in this study include only those services which a governmental agency is at liberty to accept or reject at will. The sections entitled "Services Provided on Request," therefore, do not include information on technical assistance which a local government is compelled to accept from a central agency. On the other hand, the guide does not exclude services which the donor agency is required by law to provide, although no attempt has been made to distinguish between services of this nature and those which are offered voluntarily. The agencies offering services have been grouped into thirty subject matter fields. Where an agency provides services in more than one field, a system of cross referencing will enable the user of the handbook to locate full information on the agency under consideration. In order to simplify form, any agency which operates beyond state borders, whether international, national, or regional, has been included in the category of national. Other agencies have been included in the category of state. This guide includes only governmental and nonprofit private agencies. No attempt has been made to distinguish between these in the categories provided, but the information given will indicate clearly whether or not the agency is governmental or a private nonprofit organization. Private management consultant firms which operate on a profit-making basis have been purposely excluded, although the value of their services is recognized.

It is not the purpose of this guide to give extensive information on any one agency, but merely to indicate the nature of the agency, its principal staff members, the services to be provided, and its major activities. It

is hoped that enough information is given to furnish the basis upon which local agencies may use the guide as a means of further correspondence with the particular service agency in which they are interested. Furthermore, we make no attempt to form a judgment regarding the relative merits of the various agencies. Although an attempt has been made to secure an extensive coverage, it is doubtless inevitable that some agencies have been unintentionally omitted. For this we express regret in advance.

Responsibility for collecting data on the state agencies has been shared between the Tennessee State Planning Commission and the Bureau of Public Administration. The major portion of the research on these agencies was conducted by Mrs. Doris A. Blaisdell, Research Associate in the Bureau of Public Administration. She was supervised and assisted by Mr. C. B. Stephenson, Jr., Research Associate in the Bureau of Public Administration, and likewise assisted by Mr. Fred A. Lewis, Research Assistant in the Tennessee State Planning Commission, and Miss Eleanor Keeble, who has participated in the study both while Research Assistant in the Tennessee State Planning Commission and later as Executive Secretary of Local Organizations in the Bureau of Public Administration. The material on the national agencies was compiled by the Government Research Staff of the Tennessee Valley Authority. The final editing and assembling of the material was carried through by Miss Keeble. Mrs. June Morgan, Secretary to the Bureau of Public Administration, undertook the laborious task of typing the entire manuscript. Upon his appointment to the Associate Directorship of the Bureau of Public Administration in the fall of 1947, Mr. Robert S. Avery undertook the immediate general supervision of this project and has since carried it through to completion.

We wish to express our appreciation to the General Education Board under whose grant this study was undertaken and to the Division of University Extension of The University of Tennessee for assistance in this publication.

Lee S. Greene
Director
The Bureau of Public Administration
The University of Tennessee

TABLE OF CONTENTS

Section		Page
I.	Governmental Organization	1
II.	Legislative Aids	10
III.	Legal Assistance	14
IV.	Personnel	20
V.	Taxation and Revenue	25
VI.	Budgets and Accounts	31
VII.	Purchasing	37
VIII.	Debts	41
IX.	Reporting	43
X.	Fire Protection	44
XI.	Police Protection	48
XII.	Emergency and Disasters	52
XIII.	Motor Vehicle Traffic	53
XIV.	Education	61
XV.	Libraries	83
XVI.	Public Health	87
XVII.	Public Welfare	98
XVIII.	Correctional Institutions and Probation	108
XIX.	Natural Resources	110
XX.	Economic and Industrial Development	120
XXI.	Public Works	125
XXII.	Planning, Zoning, and Housing	129
XXIII.	Parks and Recreation	137
XXIV.	Water, Electric, Gas, and Transportation Systems	142
XXV.	Airports	147
XXVI.	Streets and Highways	151
XXVII.	Waste Disposal	157
XXVIII.	Office Services	159
XXIX.	Veterans' Affairs	161
XXX.	Judicial Administration	163
	Index of Agencies	165

ADDENDUM

THE MUNICIPAL TECHNICAL ADVISORY SERVICE

Established 1949

NAME AND ADDRESS OF AGENCY:

The Municipal Technical Advisory Service
The University of Tennessee
Knoxville, Tennessee

TYPE OF AGENCY:

State university; nonprofit.

MAJOR ACTIVITIES:

Provides technical advisory assistance to city officials upon request and produces technical bulletins, manuals, handbooks and similar publications of general application to cities in Tennessee.

SERVICES PROVIDED ON REQUEST:

Furnishes technical advisory assistance to city officials on specific problems of engineering and public works, management, law, and finance and accounting; cooperates with other agencies in the conduct of research projects of special municipal significance; publishes technical bulletins and manuals of general municipal application; assists in preparing for publication the Tennessee Municipal League monthly magazine, Tennessee Town and City; conducts or sponsors meetings, conferences and informational clinics for officials and employees of Tennessee cities.

CHARGES FOR SERVICES:

None

SERVICES AVAILABLE TO:

City officials, and to other state agencies on projects of particular municipal interest.

STAFF:

Size: 10
Names and Titles of Principal Officers and Staff Members:
Gerald W. Shaw, Executive Director
M. U. Snoderly, Consultant, Engineering-Public Works
Victor C. Hobday, Consultant, Municipal Management
Porter C. Greenwood, Consultant, Municipal Law
Pan Dodd Wheeler, Publications Officer

AFFILIATIONS:

An administrative unit within the Division of University Extension; its program is conducted in cooperation with the Tennessee Municipal League. Major policies are developed with the assistance of an Advisory Council, whose membership is comprised of representatives of the Tennessee Municipal League and the University's established research agencies.

SOURCES OF FINANCIAL SUPPORT:

State funds.

I. GOVERNMENTAL ORGANIZATION

Many agencies on both the national and state levels provide technical services to assist state and local officials to perform their functions more efficiently through improved organization. Informational and research services are provided, and administrative surveys and recommendations for reorganization are made. Several agencies serve as clearing houses on the structure and activities of government, facilitating the interchange of information and experience. Others provide services in specialized fields, such as organization of safety departments and accounting offices.

National Agencies

AMERICAN MANAGEMENT ASSOCIATION

Established 1923

NAME AND ADDRESS OF AGENCY:
American Management Association
330 West 42nd Street
New York 18, New York

TYPE OF AGENCY:
Membership consists of 11,000 business executives and firms interested in scientific management, including several hundred public officials.

MAJOR ACTIVITIES:
Conducts studies and publishes reports on management problems designed to further scientific business management.

SERVICES PROVIDED ON REQUEST:
Provides information and research service in business organization and management; publishes *The Management Review,* monthly, and *Personnel,* bimonthly.

CHARGES FOR SERVICES:
Included in membership dues.

SERVICES AVAILABLE TO:
Members only.

STAFF:
Size: 12
Names and Titles of Principal Officers and Staff Members:
Alvin E. Dodd, President
Henry J. Howlett, Secretary

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

* * *

AMERICAN MUNICIPAL ASSOCIATION

Established 1924

NAME AND ADDRESS OF AGENCY:
American Municipal Association
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
National federation of state leagues of municipalities; also admits to membership cities of over 100,000 population.

MAJOR ACTIVITIES:
Represents cities and state leagues of municipalities and provides services designed to assist them to perform their functions more effectively.

SERVICES PROVIDED ON REQUEST:
Conducts special research and prepares informational reports on all types of municipal problems; publishes *American Municipal News,* monthly ($3 per year), and *Washington News Letter,* weekly ($10 per year; special rate of $4 per year to municipal officials).

CHARGES FOR SERVICES:
None for special research for member leagues and cities.

SERVICES AVAILABLE TO:
Member cities and their officials; the state leagues of municipalities.

STAFF:
Size: 4
Names and Titles of Principal Officers and Staff Members:
Earl D. Mallery, Executive Director
Roy H. Owsley, Associate Director
Donoh W. Hanks, Jr., Assistant Director, Washington, D. C.

AFFILIATIONS:
Pan American Commission on Intermunicipal Cooperation; International Union of Local Authorities.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; foundation grants.

* * *

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Established 1939

NAME AND ADDRESS OF AGENCY:
American Society for Public Administration
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of public officials, researchers, educators, and students interested in the study of public administration.

MAJOR ACTIVITIES:
Seeks to advance the science, processes, and art of public administration.

SERVICES PROVIDED ON REQUEST:
Answers individual inquiries on problems of public administration; publishes *Public Administration Review,* quarterly ($5 per year).

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Members.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Leonard D. White, President
Laverne Burchfield, Managing Editor of *Public Administration Review.*

AFFILIATIONS:
Public Administration Clearing House serves as secretariat.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

* * *

BROOKINGS INSTITUTION

Established 1927

NAME AND ADDRESS OF AGENCY:
Brookings Institution
722 Jackson Place
Washington, D. C.

TYPE OF AGENCY:
Nonprofit corporation.

MAJOR ACTIVITIES:
Conducts research in governmental and economic problems.

SERVICES PROVIDED ON REQUEST:
Conducts surveys for state governments and makes recommendations for administrative reorganizations; serves in a consulting capacity to state agencies with reference to both policy and administration; has given favorable consideration to requests for comprehensive surveys of the economic, social, and governmental conditions within a state or for consulting service with respect to such surveys (this work is in the developmental stage).

CHARGES FOR SERVICES:
Flat fee on small assignments based on estimated costs; large projects generally undertaken at actual cost, with an upper limit fixed in the contract.

SERVICES AVAILABLE TO:
State governments; large and representative groups of citizens.

STAFF:
Size: 50

SOURCES OF FINANCIAL SUPPORT:
Foundation grants; income from endowment funds; fees for services; sale of publications.

* * *

BUREAU OF THE CENSUS

Established 1902

NAME AND ADDRESS OF AGENCY:
Bureau of the Census
United States Department of Commerce
Washington 25, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Collects and publishes population statistics and general statistical information.

SERVICES PROVIDED ON REQUEST:
Gives advice and assistance in the full use of existing census data; serves as a national center for information on state and local governmental organization, activities, and finances; makes special surveys or tabulations of data; maintains a Municipal Reference Service for assistance in replying to inquiries concerning state and local govern-

mental subjects; publishes *Financial Statistics of State and Local Governments.*

CHARGES FOR SERVICES:
None, except for publications and special surveys or tabulations.

SERVICES AVAILABLE TO:
State and local officials; private individuals and organizations.

* * *

COUNCIL OF STATE GOVERNMENTS

Established 1925

NAME AND ADDRESS OF AGENCY:
Council of State Governments
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
A joint governmental agency established by the states for service to the states.

MAJOR ACTIVITIES:
Serves as a clearing house for information and research for the forty-eight states; provides a medium for improving legislative and administrative practices of state governments; serves as an instrumentality for encouraging full cooperation among the states in the solution of interstate problems, both regional and national; provides a means of facilitating and improving federal-state relations.

SERVICES PROVIDED ON REQUEST:
Acts as a clearing house and research center for state legislators and officials, legislative reference bureaus, and for affiliated national organizations of public officials; publishes *State Government* monthly ($5 per year); *The Book of the States,* biennial edition in even-numbered years ($7.50), two supplements in odd-numbered years ($3.50 for both, or the biennial volume and supplements for $10); *Washington Legislative Bulletin* ($10 per year); *Weekly Digest of Attorney Generals Opinions* ($10 per year); and special information and research bulletins.

SERVICES AVAILABLE TO:
State legislators; state officials.

STAFF:
Size: 29
Names and Titles of Principal Officers and Staff Members:
Frank Bane, Executive Director

AFFILIATIONS:
Serves as secretariat for Governors' Conference, American Legislators' Association, National Association of Attorneys General, National Association of Secretaries of State, National Association of State Budget Officers, National Association of State Purchasing Officials, Administrators of the Interstate Compact for the Supervision of Parolees and Probationers.

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

* * *

FEDERAL BUREAU OF INVESTIGATION (See XI. Police Protection)

INSTITUTE OF PUBLIC ADMINISTRATION

Established 1906

NAME AND ADDRESS OF AGENCY:
Institute of Public Administration
684 Park Avenue
New York 21, New York

TYPE OF AGENCY:
Nonprofit corporation.

MAJOR ACTIVITIES:
Works to improve public administration by developing standards and scientific methods of administration.

SERVICES PROVIDED ON REQUEST:
Undertakes field surveys and makes recommendations for reorganization and improvement of federal, state, and local government; publishes research reports, surveys, and special studies.

CHARGES FOR SERVICES:
Actual cost of services provided.

SERVICES AVAILABLE TO:
Federal, state, and local government agencies and officials.

STAFF:
Size: 8
Names and Titles of Principal Officers and Staff Members:
Luther Gulick, President

SOURCES OF FINANCIAL SUPPORT:
Endowment; contributions; reimbursement for services.

* * *

INTERNATIONAL CITY MANAGERS' ASSOCIATION

Established 1914

NAME AND ADDRESS OF AGENCY:
International City Managers' Association
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of city managers and other professional public administrators.

MAJOR ACTIVITIES:
Aids in the improvement of local government administration.

SERVICES PROVIDED ON REQUEST:
Provides Management Information Service; conducts Institute for Training in Municipal Administration; publishes *Public Management,* monthly ($4 per year), *The Municipal Year Book* ($8.50), *City Managers' News Letter,* biweekly (members only), and special reports on public administrative problems.

CHARGES FOR SERVICES:
Management Information Service furnished on a subscription basis, based on size of city: from $20 for under 5,000 to $400 for cities of 250,000 to 500,000; courses under Institute for Training in Municipal Administration, $35 each, which includes text, individualized lesson instruction, and certificate upon completion of work.

SERVICES AVAILABLE TO:
Municipal departments, officials, and employees.

STAFF:
Size: 4
Names and Titles of Principal Officers and Staff Members:
Clarence E. Ridley, Executive Director
SOURCES OF FINANCIAL SUPPORT:
Membership dues; sale of publications; grants; fees.

* * *

NATIONAL ASSOCIATION OF COUNTY OFFICIALS (See III. Legal Assistance)

* * *

NATIONAL MUNICIPAL LEAGUE
Established 1894
NAME AND ADDRESS OF AGENCY:
National Municipal League
299 Broadway
New York 7, New York
TYPE OF AGENCY:
Private; nonprofit citizen organization.
MAJOR ACTIVITIES:
Recommends principles of public administration and promotes their adoption by city and county governing bodies and state legislatures.
SERVICES PROVIDED ON REQUEST:
Offers advice on forms of city government, registration and election methods, city planning and zoning, centralized purchasing, and assessment of real estate; prepares model laws and charters; conducts surveys and makes recommendations for reorganization of local governments for increased efficiency and economy; publishes *National Municipal Review,* monthly ($5 per year).
CHARGES FOR SERVICES:
None for routine advisory service; a nominal charge for printed copies of model and charters; charges for extensive surveys based on amount of work involved.
SERVICES AVAILABLE TO:
State, county, and city officials and agencies; citizen groups.
STAFF:
Names and Titles of Principal Officers and Staff Members:
Alfred Willoughby, Executive Secretary
SOURCES OF FINANCIAL SUPPORT:
Membership dues; contributions; fees for services.

* * *

PUBLIC ADMINISTRATION CLEARING HOUSE
Established 1931
NAME AND ADDRESS OF AGENCY:
Public Administration Clearing House
1313 East 60th Street
Chicago 37, Illinois
TYPE OF AGENCY:
Private; nonprofit corporation.
MAJOR ACTIVITIES:
Facilitates interchange of information among organizations of public officials; seeks particularly to bring together operating officials

and research and technical experts to reduce the gap between theory and practice.
SERVICES PROVIDED ON REQUEST:
Receives and refers to the proper organizations or agencies inquiries on all phases of public administration; conducts a personnel exchange service; publishes *Recent Publications on Governmental Problems,* weekly ($3 per year), *Public Administration Organizations: A Directory,* ($1.50), and a weekly *News Bulletin* which relates significant administrative developments in the field of state and local government ($10 per year).
CHARGES FOR SERVICES:
None except for publications.
SERVICES AVAILABLE TO:
State and local departments and officials.
STAFF:
Size: 12
Names and Titles of Principal Officers and Staff Members:
Herbert Emmerich, Director
Don K. Price, Associate Director, 522 Transportation Building, 17th & H, Washington 6, D. C.
SOURCES OF FINANCIAL SUPPORT:
Foundation grants; sale of publications.

* * *

PUBLIC ADMINISTRATION SERVICE
Established 1933
NAME AND ADDRESS OF AGENCY:
Public Administration Service
1313 East 60th Street
Chicago 37, Illinois
TYPE OF AGENCY:
Nonprofit corporation.
MAJOR ACTIVITIES:
Furnishes advisory and consulting services; makes administrative surveys, reorganizations, and installations for public jurisdictions.
SERVICES PROVIDED ON REQUEST:
Furnishes advisory and consulting services; makes general administrative surveys and reorganizations; installs budget, accounting, revenue, personnel, purchasing, equipment, and other management services and reorganizes operating departments and procedures; conducts an internship training program; acts as a clearing center for a wide variety of publications in the field of public administration.
CHARGES FOR SERVICES:
Based on cost.
SERVICES AVAILABLE TO:
Agencies and officials of all levels of government.
STAFF:
Size: 30
Names and Titles of Principal Officers and Staff Members:
H. G. Pope, Executive Director

SOURCES OF FINANCIAL SUPPORT:
Reimbursement of cost of services.

* * *

TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

* * *

UNITED STATES CONFERENCE OF MAYORS (See III. Legal Assistance)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION
Established 1945

NAME AND ADDRESS OF AGENCY:
The Bureau of Public Administration
The University of Tennessee
Knoxville, Tennessee

TYPE OF AGENCY:
State university; nonprofit.

MAJOR ACTIVITIES:
Provides research, training, and informational services.

SERVICES PROVIDED ON REQUEST:
Serves as a clearing house for information and provides consultation on matters of state and local government and administration; conducts a research program involving general governmental studies and surveys concerning problems of government and administration in a particular county, municipality, or other local unit; cooperates with other agencies in the conduct of joint research projects within the state and on a regional basis; promotes the development of in-service training programs for state and local officials and employees; publishes bimonthly *Tennessee Government,* containing information on state and local government in Tennessee, and various research studies.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal, state, and local officials; civic groups; associations of public officials.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Lee S. Greene, Director
Robert S. Avery, Associate Director
Eleanor Keeble, Executive Secretary of Local Organizations and Editor of *Tennessee Government*

AFFILIATIONS:
Adjunct of the Department of Political Science.

SOURCES OF FINANCIAL SUPPORT:
University allocations; a temporary foundation grant.

STATE CONSOLIDATION COMMITTEE
Established 1939

NAME AND ADDRESS OF AGENCY:
State Consolidation Committee
Governor's Office
State Capitol
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Assists counties in geographic consolidation.

SERVICES PROVIDED ON REQUEST:
Receives petitions for county consolidation; appoints county consolidation committees for the counties affected; investigates and holds hearings on the requests; reports findings and recommendations and, in case consolidation is found to be feasible, arranges elections in the petitioning county.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All counties in Tennessee.

STAFF:
Size: 7 ex officio members who serve without compensation
Names and Titles of Principal Officers and Staff Members:
Governor Jim McCord, Chairman
Hayden B. Johnson, Executive Director, Tennessee State Planning Commission
Roy H. Beeler, Attorney-General and Reporter
Sam K. Carson, Commissioner of Finance and Taxation
C. W. Phillips, Commissioner of Highways and Public Works
Burgin Dossett, Commissioner of Education
Howell Buntin, Commissioner of Conservation

SOURCES OF FINANCIAL SUPPORT:
None.

* * *

TENNESSEE COUNTY OFFICIALS ASSOCIATION (See II. Legislative Aids)

* * *

TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

* * *

TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

* * *

TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

II. LEGISLATIVE AIDS

Assistance in formulating legislation is available to state and local officials through the supply of sample ordinances, the preparation of research material basic to the drafting of legislation, and aid in the actual drafting process. Many quasi-public organizations act in an advisory capacity to legislative bodies, recommending needed legislation and methods for its effective administration. Others serve in an informational capacity, keeping their members up-to-date on new legislative measures. Model legislation available from these agencies includes building and safety codes, civil service laws and regulations, fire prevention ordinances, traffic enforcement legislation, and laws relating to parks and recreation, conservation, schools, libraries, public housing, planning, zoning, and judicial administration.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

* * *

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

* * *

AMERICAN AUTOMOBILE ASSOCIATION (See XIII. Motor Vehicle Traffic)

* * *

BROOKINGS INSTITUTION (See I. Governmental Organization)

* * *

BUILDING OFFICIALS FOUNDATION (See XXII. Planning, Zoning, and Housing)

* * *

BUREAU OF THE CENSUS (See I. Governmental Organization)

* * *

CIVIL AERONAUTICS ADMINISTRATION (See XXV. Airports)

* * *

CIVIL SERVICE ASSEMBLY OF THE UNITED STATES AND CANADA (See IV. Personnel)

* * *

COUNCIL OF STATE GOVERNMENTS (See I. Governmental Organization)

* * *

DIVISION OF LABOR STANDARDS (See XVII. Public Welfare)

* * *

FEDERAL HOSPITAL COUNCIL (See XVI. Public Health)

* * *

NATIONAL ASSOCIATION OF COUNTY OFFICIALS (See III. Legal Assistance)

* * *

NATIONAL BOARD OF FIRE UNDERWRITERS (See X. Fire Protection)

NATIONAL CONSERVATION BUREAU (See XIII. Motor Vehicle Traffic)

* * *

NATIONAL FIRE PROTECTION ASSOCIATION (See X. Fire Protection)

* * *

NATIONAL HOUSING AGENCY (See XXII. Planning, Zoning, and Housing)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NATIONAL PARK SERVICE (See XXIII. Parks and Recreation)

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NATIONAL RECREATION ASSOCIATION (See XXIII. Parks and Recreation)

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NATIONAL ROADSIDE COUNCIL (See XXII. Planning, Zoning, and Housing)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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SOCIAL SECURITY ADMINISTRATION (See XVII. Public Welfare)

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UNITED STATES CONFERENCE OF MAYORS (See III. Legal Assistance)

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WOMEN'S BUREAU (See XVII. Public Welfare)

State Agencies

BAR ASSOCIATION OF TENNESSEE (See XXX. Judicial Administration)

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THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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DEPARTMENT OF EMPLOYMENT SECURITY (See III. Legal Assistance)

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JUDICIAL COUNCIL (See XXX. Judicial Administration)

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STATE CONFERENCE OF SOCIAL WORK (See XVII. Public Welfare)

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TENNESSEE ASSOCIATION OF HOUSING AUTHORITIES (See XXII. Planning, Zoning, and Housing)

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TENNESSEE CONSERVATION LEAGUE (See XIX. Natural Resources)

TENNESSEE COUNTY HIGHWAY ASSOCIATION (See XXVI. Streets and Highways)

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TENNESSEE COUNTY OFFICIALS ASSOCIATION

Established 1945

NAME AND ADDRESS OF AGENCY:
Tennessee County Officials Association
c/o Knox County Court House
Knoxville, Tennessee

TYPE OF AGENCY:
Quasi-public; nonprofit; membership consists of county judges, tax assessors, sheriffs, trustees, registers, and coroners.

MAJOR ACTIVITIES:
Serves as a clearing house furthering the interests of and giving informational services on and to the counties of Tennessee.

SERVICES PROVIDED ON REQUEST:
Submits proposals for legislation; keeps state legislative and administrative authorities posted on county problems; provides research and informational services from agencies at The University of Tennessee to county officials; provides information through obtaining speakers at its semi-annual meetings at which information is also made available through informal contacts and exchanges of experience.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Legislators; state and county officials.

STAFF:
Names and Titles of Principal Officers and Staff Members:
James W. Elmore, President, Knox County
John Cobb, Vice-President, Middle Tennessee District, Davidson County
J. N. Allen, Vice-President, West Tennessee District, Jackson County
Charles Pickens, Vice-President, East Tennessee District, McMinn County
Rhoten Byington, Secretary-Treasurer, Knox County

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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TENNESSEE EDUCATION ASSOCIATION (See XIV. Education)

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TENNESSEE LEAGUE OF WOMEN VOTERS (See XIV. Education)

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TENNESSEE LIBRARY ASSOCIATION (See XV. Libraries)

TENNESSEE MUNICIPAL LEAGUE

Established 1940

NAME AND ADDRESS OF AGENCY:
Tennessee Municipal League
610-11 Cotton States Building
Nashville 3, Tennessee

TYPE OF AGENCY:
Quasi-public; nonprofit.

MAJOR ACTIVITIES:
Acts as the legislative representative for Tennessee cities; provides research, consulting, and informational services.

SERVICES PROVIDED ON REQUEST:
Serves as a clearing house on legislation concerning cities, representing the cities with the General Assembly, and keeping the cities informed of the passage of private legislation; operates an information service, and holds Municipal Information Clinics; establishes contacts with state administrative agencies on behalf of cities; provides sample ordinances on any phase of municipal administration; provides cities with research and consulting services; makes arrangements for in-service training and technical and consulting programs for municipal officials (this service is now in the developmental stage); covers Tennessee for the *Southern City,* a monthly publication of the Southern Municipal News Publishing Company.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Municipalities; the General Assembly; state administrative officials; general informational services available to anyone requesting information.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
J. Ross Reed, President, Greeneville
Herbert J. Bingham, Executive Secretary, Nashville

AFFILIATIONS:
American Municipal Association; research consultation provided by the Bureau of Public Administration, The University of Tennessee, Knoxville.

SOURCES OF FINANCIAL SUPPORT:
Membership dues graduated as to population of city.

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TENNESSEE OUTDOOR WRITERS' ASSOCIATION (See XXIII. Parks and Recreation)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

III. LEGAL ASSISTANCE

Interpretation of federal and state laws affecting local governments is a major technical service of numerous public and private organizations. Several agencies serve as the intermediary for local governments, obtaining opinions from the Attorney-General's Office when the performance of local duties affects administration of state laws. In some instances they represent state officials in hearings before the committees of the Congress and federal commissions and departments. Assistance frequently includes the preparation of briefs, publication of legal research reports, and advice on non-litigated matters.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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ANTITRUST DIVISION

NAME AND ADDRESS OF AGENCY:
Antitrust Division
United States Department of Justice
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Enforces the antitrust and thirty related acts.

SERVICES PROVIDED ON REQUEST:
Offers its services to officials in the prevention of collusive bidding on municipal services; investigates and reports on complaints or evidence of collusive bidding on price fixing in restraint of trade to the agency issuing the complaint.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials.

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AUTOMOTIVE SAFETY FOUNDATION (See XIII. Motor Vehicle Traffic)

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COUNCIL OF STATE GOVERNMENTS (See I. Governmental Organization)

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NATIONAL ASSOCIATION OF COUNTY OFFICIALS

Established 1937

NAME AND ADDRESS OF AGENCY:
National Association of County Officials
1616 Eye Street N. W.
Washington, D. C.

TYPE OF AGENCY:
Membership consists of county officials.

MAJOR ACTIVITIES:
Facilitates exchange of information concerning administration of county government.

SERVICES PROVIDED ON REQUEST:
Provides service in response to inquiries from county officials pertaining to county interests at the federal level of government; reports on all activities of the federal government affecting counties; publishes *The County Officer,* monthly ($3 per year), and *Capitol to Court House,* a weekly newsletter (subscription charge to be established).

CHARGES FOR SERVICES:
None to members.

SERVICES AVAILABLE TO:
All county officials.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
George F. Simmons, Executive Director, P. O. Box 1189, Ogden, Utah
Keith L. Seegmiller, Washington Representative
Ray R. Murdock, Legislative Counsel

SOURCES OF FINANCIAL SUPPORT:
Membership dues of $3 per year per person (includes subscription to *The County Officer*); contributions; magazine subscription; advertising revenues.

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NATIONAL ASSOCIATION OF RAILROAD AND UTILITIES COMMISSIONERS (See XXIV. Water, Electric, Gas, and Transportation Systems)

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NATIONAL INSTITUTE OF MUNICIPAL LAW OFFICERS

Established 1934

NAME AND ADDRESS OF AGENCY:
National Institute of Municipal Law Officers
730 Jackson Place
Washington, D. C.

TYPE OF AGENCY:
Association of 485 cities represented by their chief legal officer.

MAJOR ACTIVITIES:
Fosters cooperation among municipal law officers.

SERVICES PROVIDED ON REQUEST:
Renders legal research reports and prepares briefs; prepares and distributes reports and bulletins in the field of municipal law; publishes *Municipal Law Journal* and *Municipal Law Court Decisions,* monthly, *Municipalities and the Law in Action,* annually, and monthly research reports on current municipal legal problems.

CHARGES FOR SERVICES:
Service fees depending on size of city.

SERVICES AVAILABLE TO:
City attorneys and solicitors of member cities.
STAFF:
Size: 5
Names and Titles of Principal Officers and Staff Members:
Charles S. Rhyne, General Counsel
SOURCES OF FINANCIAL SUPPORT:
Service fees paid by member cities from city funds only.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NATIONAL ROADSIDE COUNCIL (See XXII. Planning, Zoning, and Housing)

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NORTHWESTERN UNIVERSITY TRAFFIC INSTITUTE (See XIII. Motor Vehicle Traffic)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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RURAL ELECTRIFICATION ADMINISTRATION (See XXIV. Water, Electric, Gas, and Transportation Systems)

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SOCIAL SECURITY ADMINISTRATION (See XVII. Public Welfare)

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UNITED STATES CONFERENCE OF MAYORS
Established 1932
NAME AND ADDRESS OF AGENCY:
United States Conference of Mayors
730 Jackson Place, N. W.
Washington, D. C.
TYPE OF AGENCY:
An association of cities of 50,000 or more, represented by their chief executives.
MAJOR ACTIVITIES:
Provides means for member cities to cooperate in solution of their common problems.
SERVICES PROVIDED ON REQUEST:
Provides informational, research, and consulting services on municipal questions; keeps cities informed concerning policies, rules, and regulations of federal agencies which may affect cities; prepares and publishes information and research reports on all phases of municipal administration; publishes *United States Municipal News*, biweekly ($2 per year).
CHARGES FOR SERVICES:
Annual service fees.
SERVICES AVAILABLE TO:
Member cities.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Paul V. Betters, Executive Director
SOURCES OF FINANCIAL SUPPORT:
Annual service fees voted from public funds.

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WOMEN'S BUREAU (See XVII. Public Welfare)

State Agencies

BAR ASSOCIATION OF TENNESSEE (See XXX. Judicial Administration)

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BUREAU OF AERONAUTICS (See XXV. Airports)

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THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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COMPTROLLER OF THE TREASURY (See VI. Budgets and Accounts)

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DEPARTMENT OF EMPLOYMENT SECURITY
Established 1945
NAME AND ADDRESS OF AGENCY:
Department of Employment Security
State of Tennessee
817 Cotton States Building
Nashville, Tennessee
TYPE OF AGENCY:
State; nonprofit.
MAJOR ACTIVITIES:
Administers the unemployment compensation system and the state employment service; processes and pays claims made under Title V of the Servicemen's Readjustment Allowance Act by contract with the Veterans Administration; tests workers for aptitudes.
SERVICES PROVIDED ON REQUEST:
Advises on legislative and administrative action necessary for carrying out the employment security program; assists the District Attorneys General through its legal section in the preparation of criminal cases coming under the Employment Security Act; assists the Attorney-General in like manner in cases appealed to the Supreme Court; gives advice on non-litigated matters through the legal section; furnishes data on labor markets, employment trends, wages, and unemployment compensation.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
The Governor; the General Assembly; the Attorney-General; the District Attorneys General; labor unions; industry; private individuals; research groups; universities and colleges; chambers of commerce.

STAFF:
Size: 10
Names and Titles of Principal Officers and Staff Members:
W. O. Hake, Commissioner
Emmett L. Conner, Director, Division of Unemployment Compensation
Paul Jessen, Director, Division of Employment Service
Henry R. Burkitt, Chief of Field Service
Carl T. Anderson, Business Manager
W. Burr Cullom, Informational Representative
E. J. Eberling, Chief, Research and Statistics Section
SOURCES OF FINANCIAL SUPPORT:
Federal funds.

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JUDICIAL COUNCIL (See XXX. Judicial Administration)

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OFFICE OF THE ATTORNEY-GENERAL AND REPORTER
Established 1807
NAME AND ADDRESS OF AGENCY:
Office of the Attorney-General and Reporter
State of Tennessee
Supreme Court Building
Nashville 3, Tennessee
TYPE OF AGENCY:
State; nonprofit.
MAJOR ACTIVITIES:
Represents the State in all appeals to the Supreme Court in criminal cases; represents the State and state officials in all civil litigations; collects debts owed to the State; and collects and publishes the opinions of the Supreme Court of Tennessee.
SERVICES PROVIDED ON REQUEST:
Renders opinions to state and local officials whenever the performance of their duties affects the administration of state laws.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local officials.
STAFF:
Size: 9
Names and Titles of Principal Officers and Staff Members:
Roy H. Beeler, Attorney-General and Reporter
W. F. Barry, Assistant Attorney-General
Nat Tipton, Assistant Attorney-General
Robert T. Kennerly, Assistant Attorney-General
Harry Phillips, Assistant Attorney-General
Allison B. Humphreys, Jr., Assistant Attorney-General
Henry C. Foutch, Assistant Attorney-General
J. Malcolm Shull, Assistant Attorney-General
SOURCES OF FINANCIAL SUPPORT:
State appropriations.

TENNESSEE ASSOCIATION OF HOUSING AUTHORITIES (See XXII. Planning, Zoning, and Housing)

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TENNESSEE LIBRARY ASSOCIATION (See XV. Libraries)

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

IV. PERSONNEL

Technical assistance in the field of personnel administration includes the preparation of model civil service laws, publication of technical reports on all phases of personnel, and direct advice and assistance in such matters as the preparation of position-classification and wage-standardization plans and the development of programs of employee training. Several agencies expedite the interchange of test materials and publish qualification standards for various classes of positions. Training is furnished in such specialized fields as teaching, library administration, public works, traffic engineering and control, aviation, police and fire protection, city management, wildlife management, local finance administration, tax assessment, and probation.

National Agencies

AMERICAN COUNCIL ON RACE RELATIONS (See XVII. Public Welfare)

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AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES

Established 1936

NAME AND ADDRESS OF AGENCY:
American Federation of State, County and Municipal Employees
Federation Building
448 West Washington Avenue
Madison 1, Wisconsin

TYPE OF AGENCY:
Union of state and local government employees.

MAJOR ACTIVITIES:
Organizes, promotes, and develops public personnel and retirement systems.

SERVICES PROVIDED ON REQUEST:
Maintains public administration library and research department; provides consultation on civil service and employee retirement system problems; engages in research and disseminates information on job classification, salary standardization, retirement, and other phases of personnel administration; provides technical data on public institutional management; publishes *The Public Employee* monthly.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Members; all public officials.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Arnold S. Zander, International President; Editor, *The Public Employee*
A. E. Garey, Civil Service Counsel
Joseph Mire, Economics and Education
Ivor McBeath, Managing Editor, *The Public Employee*
Marjorie Mueller, Associate Personnel Technician
Phoebe Hayes, Librarian

AFFILIATIONS:
American Federation of Labor.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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AMERICAN MANAGEMENT ASSOCIATION (See I. Governmental Organization)

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AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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CIVIL SERVICE ASSEMBLY OF THE UNITED STATES AND CANADA

Established 1906

NAME AND ADDRESS OF AGENCY:
Civil Service Assembly of the United States and Canada
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of civil service commissions and other public personnel agencies, their commissioners, and members of their staffs.

MAJOR ACTIVITIES:
Promotes the extension and strengthening of the merit system of employment in the public service.

SERVICES PROVIDED ON REQUEST:
Provides technical advice and consulting service on public personnel practices; prepares civil service laws and regulations; serves as clearing house and service agency for members; facilitates interchange of civil service test materials among personnel agencies; publishes *Civil Service Assembly News Letter,* monthly, *Public Personnel Review,* quarterly ($5 per year), and technical books and pamphlets.

CHARGES FOR SERVICES:
Individual membership, which includes subscriptions to the *Review* and *Newsletter,* $10 per year; annual charges based on the number of employees under the jurisdiction of the personnel agency:

Less than 200 employees	$ 50
200-499	100
500-1,999	150
2,000-3,999	200
4,000-5,999	250
6,000-7,999	300
8,000-9,999	350
10,000 and over	400

SERVICES AVAILABLE TO:
Civil service commissions; public officials; civic groups.

STAFF:
Size: 4
Names and Titles of Principal Officers and Staff Members:
James M. Mitchell, Director
J. J. Donovan, Assistant Director
SOURCES OF FINANCIAL SUPPORT:
Membership dues; grants; gifts.

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FEDERAL BUREAU OF INVESTIGATION (See XI. Police Protection)

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INSTITUTE OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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NATIONAL CIVIL SERVICE LEAGUE
Established 1881
NAME AND ADDRESS OF AGENCY:
National Civil Service League
67 West 44th Street
New York 18, New York
TYPE OF AGENCY:
Private; nonprofit.
MAJOR ACTIVITIES:
Seeks to strengthen and extend the merit system in public employment.
SERVICES PROVIDED ON REQUEST:
Conducts educational campaign for support and extension of modern methods of personnel administration in public employment; publishes *Good Government,* bimonthly ($1 per year), model civil service laws, and occasional reports and pamphlets.
CHARGES FOR SERVICES:
None except for publication charges.
SERVICES AVAILABLE TO:
State and local personnel agencies and officials.
STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
H. Eliot Kaplan, Executive Secretary
SOURCES OF FINANCIAL SUPPORT:
Contributions; sale of publications.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NORTHWESTERN UNIVERSITY TRAFFIC INSTITUTE (See XIII. Motor Vehicle Traffic)

PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION SERVICE (See I. Governmental Organization)

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SOCIAL SECURITY ADMINISTRATION (See XVII. Public Welfare)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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DEPARTMENT OF PERSONNEL
Established 1939
NAME AND ADDRESS OF AGENCY:
Department of Personnel
State of Tennessee
8 War Memorial Building
Nashville, Tennessee
TYPE OF AGENCY:
State; nonprofit.
MAJOR ACTIVITIES:
Classifies and reclassifies positions under the Civil Service; conducts job analyses; assists the departments of the state which are not under Civil Service in classifying positions upon request; frames the salary scales for all employees under the classified Civil Service; establishes salary ranges for all positions which are common to the various state departments not under Civil Service; conducts competitive examinations for initial employment and for promotion in rank; certifies the eligibility list for initial appointment and promotion.
SERVICES PROVIDED ON REQUEST:
Gives aid in personnel administration to municipalities and other political subdivisions by means of a written agreement; furnishes data on payrolls, records, and applications relating to the unclassified service.
CHARGES FOR SERVICES:
None except in cases in which an agreement is signed with local personnel officers, in which instance the agreement provides for reimbursement of reasonable cost to the department.
SERVICES AVAILABLE TO:
The Governor; state department heads; personnel officers on the state and local levels.
STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Bain Stewart, Director of Personnel

Sam T. Whited, Deputy Director
Avondale Rawls, Supervisor of Examinations

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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DIVISION OF VOCATIONAL EDUCATION (See XIV. Education)

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TENNESSEE MUNICIPAL FINANCE OFFICERS ASSOCIATION (See VI. Budgets and Accounts)

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

V. TAXATION AND REVENUE

Tax administration and revenue are problematical fields for many state and local governments today. Assistance available to state and local officials takes many forms, including the conduct of surveys of tax structure and administration, investigation of the administrative problems of tax officials, the development of better standards and practices in tax assessment and collection, the provision of research facilities and technical reports on specific tax problems, and assistance with the reorganization and installation of tax and revenue systems. Information on federal tax returns and current records of state and local tax legislation are available.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF INTERNAL REVENUE
Established 1862

NAME AND ADDRESS OF AGENCY:
Bureau of Internal Revenue
United States Department of the Treasury
Washington 25, D. C.
District Office for Tennessee:
Nashville 3, Tennessee

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers internal revenue laws.

SERVICES PROVIDED ON REQUEST:
Makes available to state tax administrators information from federal income tax returns; supplies transcripts of audit changes regularly.

CHARGES FOR SERVICES:
None, except nominal charges for transcripts of audit changes.

SERVICES AVAILABLE TO:
State tax administrators.

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BUREAU OF THE CENSUS (See I. Governmental Organization)

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DIVISION OF TAX RESEARCH
Established 1938

NAME AND ADDRESS OF AGENCY:
Division of Tax Research
United States Department of the Treasury
Washington 25, D. C.

TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Assembles facts and prepares analyses to aid the Congress and the President in the formulation of tax policies.
SERVICES PROVIDED ON REQUEST:
Maintains a current record of state tax legislation, with particular reference to those taxes imposed at both the federal and state levels, on the basis of which tax information is supplied in response to specific requests.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local officials.

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FEDERATION OF TAX ADMINISTRATORS

Established 1937

NAME AND ADDRESS OF AGENCY:
Federation of Tax Administrators
1313 East 60th Street
Chicago 37, Illinois
TYPE OF AGENCY:
A nonprofit corporation composed of three constituent organizations: National Association of Tax Administrators, National Tobacco Tax Association, and North American Gasoline Tax Conference.
MAJOR ACTIVITIES:
Serves as a clearing house for tax administrators in the United States and Canada; arranges annual conferences of the constituent organizations.
SERVICES PROVIDED ON REQUEST:
Investigates administrative problems facing tax officials in their daily work; prepares research memoranda in response to inquiries requesting technical tax information; issues current informational bulletins and research reports covering the many fields of tax administration; publishes *Tax Administrators News,* monthly ($5 per year), a monthly newsletter, and proceedings of annual conferences.
CHARGES FOR SERVICES:
On a state basis, depending on revenue collections; individual membership in National Tobacco Tax Association and North American Gasoline Tax Conference, $50 per year.
SERVICES AVAILABLE TO:
State and local tax officials; associate members of constituent organizations.
STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
Charles F. Conlon, Executive Director (on leave)
William G. Herzel, Executive Director
SOURCES OF FINANCIAL SUPPORT:
Membership dues; foundation grants.

INSTITUTE OF PUBLIC ADMINISTRATION

(See I. Governmental Organization)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION

(See I. Governmental Organization)

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MUNICIPAL FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES AND CANADA

(See VI. Budgets and Accounts)

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NATIONAL ASSOCIATION OF ASSESSING OFFICERS

Established 1934

NAME AND ADDRESS OF AGENCY:
National Association of Assessing Officers
1313 East 60th Street
Chicago 37, Illinois
TYPE OF AGENCY:
Membership consists of public officials.
MAJOR ACTIVITIES:
Works to develop better standards and practices in tax assessing.
SERVICES PROVIDED ON REQUEST:
Conducts a program of research and service for the benefit of members; publishes *Assessor's News Letter,* monthly, and research studies in the tax assessment field.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Members.
STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Albert W. Noonan, Executive Director
SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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NATIONAL MUNICIPAL LEAGUE

(See I. Governmental Organization)

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NATIONAL TAX ASSOCIATION

Established 1907

NAME AND ADDRESS OF AGENCY:
National Tax Association
Box 1799
Sacramento, California
TYPE OF AGENCY:
Membership consists of public officials and others interested in tax problems.
MAJOR ACTIVITIES:
Holds annual meeting.

SERVICES PROVIDED ON REQUEST:
Publishes *Bulletin,* monthly ($3.75 per year), and *Annual Proceedings* ($6.50 per year).
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Members; others interested in tax problems.
STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Ronald B. Welch, Secretary
SOURCES OF FINANCIAL SUPPORT:
Membership dues; subscriptions to publications; endowments.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION SERVICE (See I. Governmental Organization)

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THE TAX INSTITUTE, INCORPORATED
Established 1932

NAME AND ADDRESS OF AGENCY:
The Tax Institute, Incorporated
150 Nassau Street
New York 7, New York
TYPE OF AGENCY:
Private; nonprofit membership organization.
MAJOR ACTIVITIES:
Serves as an unbiased clearing house for tax information; conducts annual symposium on major tax problems.
SERVICES PROVIDED ON REQUEST:
Maintains extensive library and reference facilities covering the field of public finance; provides information on public finance questions which do not require specific research beyond its own research program; publishes *Tax Policy,* monthly, *Tax Institute Bookshelf,* a quarterly index of public finance materials, and reports of annual symposium and panel discussions on current tax problems.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Members primarily; readily available information is provided for non-members also.
STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
Mabel L. Walker, Executive Director
SOURCES OF FINANCIAL SUPPORT:
Membership dues; sales of publications to non-members.

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BUREAU OF RESEARCH (See VI. Budgets and Accounts)

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TENNESSEE MUNICIPAL ASSOCIATION (See VIII. Debts)

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TENNESSEE MUNICIPAL FINANCE OFFICERS ASSOCIATION (See VI. Budgets and Accounts)

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED
Established 1932

NAME AND ADDRESS OF AGENCY:
Tennessee Taxpayers Association, Incorporated
217-222 Chamber of Commerce Building
Nashville 3, Tennessee
TYPE OF AGENCY:
Private; nonprofit corporation.
MAJOR ACTIVITIES:
Provides research and consultant services to increase efficiency and economic administration at all levels of government.
SERVICES PROVIDED ON REQUEST:
Conducts surveys of finances and other features of state, county, and city government; provides reports to administrative officials and interested citizens and groups; provides model charters, special legislative bills, ordinances, and reports; advises on installation of accounting systems and procedures, budgetary control, and auditing; makes studies of tax assessment and administration and license collection; provides advice on debt administration, personnel administration, insurance, and centralized purchasing and other phases of administration.
CHARGES FOR SERVICES:
Modest portion of the actual cost of surveys.
SERVICES AVAILABLE TO:
State and local officials and organizations; interested citizens.
STAFF:
Size: 8 full-time staff members and 1 part-time attorney
Names and Titles of Principal Officers and Staff Members:
C. W. Bailey, President, Clarksville
William R. Pouder, Executive Secretary, Nashville
Charles Wesley Cook, Research Accountant, Nashville
Donald W. Jackson, Research Assistant, Nashville

Freeley B. Cook, Field Accountant, Nashville
W. H. Kiser, Field Representative, Nashville
Joseph Martin, General Counsel, Nashville

SOURCES OF FINANCIAL SUPPORT:
Voluntary contributions from taxpayers and interested citizens; payments made by sponsors of local surveys.

VI. BUDGETS AND ACCOUNTS

The promotion of uniform classification, terminology, and principles is a primary objective of several agencies giving technical services in the field of financial administration. Specific services include the provision of clearing house facilities and informational service, the conduct of research and preparation of accounting forms and manuals, and advice and assistance on such matters as the installation of new systems of budgets and accounts, the reorganization of existing systems, the establishment of uniform school accounting systems, the compiling of school budgets, and the development of in-service training programs for state and local personnel.

National Agencies

AMERICAN INSTITUTE OF ACCOUNTANTS
Established 1887

NAME AND ADDRESS OF AGENCY:
American Institute of Accountants
13 East 41st Street
New York 17, New York

TYPE OF AGENCY:
Membership consists of certified public accountants.

MAJOR ACTIVITIES:
Establishes and enforces code of professional ethics; prepares uniform certified public accountant examinations; engages in research in accounting and auditing problems.

SERVICES PROVIDED ON REQUEST:
Provides examination for state CPA boards; maintains library, research department, and bureau of information; issues accounting and auditing research bulletins; provides technical assistance on general governmental and municipal accounting; publishes *The Journal of Accountancy,* monthly ($5 per year) and *Yearbook* ($3).

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Examination service available to state CPA boards; technical accounting inquiries from governmental agencies answered wherever possible.

STAFF:
Size: 20
Names and Titles of Principal Officers and Staff Members:
John L. Carey, Secretary
Carman G. Blough, Director of Research

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF THE CENSUS (See I. Governmental Organization)

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COUNCIL OF STATE GOVERNMENTS (See I. Governmental Organization)

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INSTITUTE OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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MUNICIPAL FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES AND CANADA

Established 1906

NAME AND ADDRESS OF AGENCY:

Municipal Finance Officers Association of the United States and Canada
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:

Membership consists of finance and accounting officials of all levels of government.

MAJOR ACTIVITIES:

Serves as clearing house for financial information and service bureau for public finance authorities.

SERVICES PROVIDED ON REQUEST:

Prepares accounting forms and manuals; supplies advice and information on finance and accounting questions; issues frequent reports on current financial problems; reviews financial reports and makes confidential suggestions for improvement; publishes *Municipal Finance,* quarterly ($1.50 per year), and *News Letter,* semimonthly (sold only in conjunction with *Municipal Finance,* both for $10 per year).

CHARGES FOR SERVICES:

Annual membership dues; individual associate, $20; state and local governmental units, $10 to $60 based on population; individual memberships where governmental unit is already a member, $10.

SERVICES AVAILABLE TO:

Members and officials of governmental units which have paid annual dues.

STAFF:

Size: 3

Names and Titles of Principal Officers and Staff Members:
Miner B. Phillipps, Executive Director
John C. Crowley, Assistant Director

AFFILIATIONS:

Sponsors National Committee on Municipal Accounting.

SOURCES OF FINANCIAL SUPPORT:

Membership dues; foundation grants.

NATIONAL ASSOCIATION OF RAILROAD AND UTILITIES COMMISSIONERS (See XXIV. Water, Electric, Gas, and Transportation Systems)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION SERVICE (See I. Governmental Organization)

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SOCIAL SECURITY ADMINISTRATION (See XVII. Public Welfare)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BUREAU OF RESEARCH

Established 1937

NAME AND ADDRESS OF AGENCY:

Bureau of Research
College of Business Administration
The University of Tennessee
Knoxville, Tennessee

TYPE OF AGENCY:

State university; nonprofit.

MAJOR ACTIVITIES:

Serves both government and business in a consultant, research, and informational capacity; conducts general research projects on its own initiative.

SERVICES PROVIDED ON REQUEST:

Provides services in terms of research, information, consultation in person or by correspondence, and demonstration in the fields of public finance, taxation, accounting, budgeting, auditing, the design of accounting systems, and the flow of paper work; provides service in the financial and economic phases of community planning, the latter sometimes in cooperation with the Tennessee State Planning Commission; publishes monographs on such topics as industrial development, taxation, accounting, retail selling, office procedures, and banking; issues *Tennessee Business,* a bimonthly publication.

CHARGES FOR SERVICES:

In general the services are available to governmental agencies without charge; in some special cases where services are peculiar to a specific locality, charges must be made.

SERVICES AVAILABLE TO:
State and local governments; businessmen and industrialists.
STAFF:
Size: 7, including part-time staff members
Names and Titles of Principal Officers and Staff Members:
Charles P. White, Director
W. H. Read, Assistant Director
SOURCES OF FINANCIAL SUPPORT:
University allocations; private fees; educational grants.

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COMPTROLLER OF THE TREASURY

Established 1923

NAME AND ADDRESS OF AGENCY:
Comptroller of the Treasury
State of Tennessee
State Capitol Building
Nashville 3, Tennessee
TYPE OF AGENCY:
State; nonprofit.
MAJOR ACTIVITIES:
Audits the accounts and other financial records of state and local governmental authorities other than municipal authorities.
SERVICES PROVIDED ON REQUEST:
Gives assistance in reporting, record-keeping, record installation, and compilation of budgets; obtains opinions from the Attorney-General's Office on legal problems.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State officials; local officials, with the exception of municipal officials.
STAFF:
Size: 43
Names and Titles of Principal Officers and Staff Members:
Jared Maddux, Comptroller of the Treasury
R. E. Taliaferro, Chief Clerk
SOURCES OF FINANCIAL SUPPORT:
State appropriations; contributions from counties as part of a capitation tax.

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DIVISION OF FINANCE

Established 1933

NAME AND ADDRESS OF AGENCY:
Division of Finance
Department of Education
State of Tennessee
210 War Memorial Building
Nashville 3, Tennessee
TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Administers the budgetary, fiscal, and accounting phase of the department's duties.
SERVICES PROVIDED ON REQUEST:
Aids local school officials in the preparation and execution of their budgets, and in the keeping of uniform public school accounting systems; advises on proper business management procedures for public schools, on purchasing practices and procedures which will result in the best advantages to public schools, and in the setting up of adequate local fiscal policies and long-range fiscal plans for public schools.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Supervisory officials of the public school systems.
STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
C. A. McCanless, Director
W. B. Shoulders, Supervisor of Equalization
James E. Gibbs, Supervisor of Field Service
SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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TENNESSEE MUNICIPAL ASSOCIATION (See VIII. Debts)

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TENNESSEE MUNICIPAL FINANCE OFFICERS ASSOCIATION

Established 1947

NAME AND ADDRESS OF AGENCY:
Tennessee Municipal Finance Officers Association
Bureau of Public Administration
The University of Tennessee
Knoxville, Tennessee
TYPE OF AGENCY:
Quasi-public; nonprofit.
MAJOR ACTIVITIES:
Promotes the improvement of local governmental finance in Tennessee.
SERVICES PROVIDED ON REQUEST:
Promotes training programs; publishes newsletters; publishes research bulletins; provides a general information service.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Municipal finance officers; associate members.
STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
R. R. Pecktal, President, Kingsport
Arthur L. Dow, Treasurer, Paris
Eleanor Keeble, Executive Secretary, Knoxville

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

VII. PURCHASING

Publications listing nationally accepted industrial and commercial standards are available to state and local governments as aids in purchasing. Advice is given on purchasing practices and procedures, sources of supply, commodity markets, commodity acceptance testing methods, and relative costs and efficiency of materials. Various agencies conduct technical research on purchasing problems and commodities, purchase goods for members, and assist in the installation of purchasing systems.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF FEDERAL SUPPLY

Established 1947

NAME AND ADDRESS OF AGENCY:
Bureau of Federal Supply
United States Department of the Treasury
Washington 25, D. C.

Field Office for Tennessee:
44 Broad Street
Atlanta, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Performs the services of procurement, warehousing, and distribution of property, improvements, machinery, equipment, and supplies for all federal agencies except the War and Navy Departments and Marine Corps.

SERVICES PROVIDED ON REQUEST:
Publishes *Federal Procurement,* a handbook containing procedures employed by the United States Government in the purchase of supplies and other information helpful in establishing efficient state and local governmental procurement systems.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State, county, and municipal authorities.

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COUNCIL OF STATE GOVERNMENTS (See I. Governmental Organization)

HOSPITAL BUREAU OF STANDARDS AND SUPPLIES, INCORPORATED

Established 1910

NAME AND ADDRESS OF AGENCY:
Hospital Bureau of Standards and Supplies, Incorporated
247 Park Avenue
New York 17, New York

TYPE OF AGENCY:
A nonprofit membership corporation composed of nonprofit institutions.

MAJOR ACTIVITIES:
Purchases goods for member institutions; conducts technical research on commodities and purchasing problems of hospitals.

SERVICES PROVIDED ON REQUEST:
Maintains a central purchasing agency and research department for member institutions; publishes *Bureau News,* monthly, and *Bureau Buy-Lines,* weekly.

CHARGES FOR SERVICES:
Annual membership dues based on operating expenses of institution: $120 where operating expenses are $100,000 or less; up to $280 where operating expenses exceed $250,000.

SERVICES AVAILABLE TO:
Member institutions.

STAFF:
Size: 4
Names and Titles of Principal Officers and Staff Members:
William A. Gately, Executive Director
D. H. Palmer, Director of Research
R. H. White-Stevens, Food Director
W. E. Schuh, Field Representative

AFFILIATIONS:
American Hospital Association; American Standards Association; American Society for Testing Materials.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; service charges on goods purchased; patronage refunds, based on agreement purchases only.

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I Governmental Organization)

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NATIONAL ASSOCIATION OF PURCHASING AGENTS, INCORPORATED

Established 1915

NAME AND ADDRESS OF AGENCY:
National Association of Purchasing Agents, Incorporated
11 Park Place
New York, New York

TYPE OF AGENCY:
Membership consists of purchasing agents, about three per cent of whom are employed by states and cities.

MAJOR ACTIVITIES:
Furnishes information on purchasing problems.

SERVICES PROVIDED ON REQUEST:
Assists members in locating sources of supply; develops information on commodity markets; provides information on governmental purchasing problem for interested officials; publishes *Bulletin,* weekly.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Members; advisory service to governmental officials.

STAFF:
Size: 11
Names and Titles of Principal Officers and Staff Members:
G. A. Renard, Secretary-Treasurer

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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NATIONAL BUREAU OF STANDARDS

Established 1901

NAME AND ADDRESS OF AGENCY:
National Bureau of Standards
United States Department of Commerce
Washington 25, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Develops and maintains standards used in science, engineering, industry, and commerce.

SERVICES PROVIDED ON REQUEST:
Furnishes advice and consultation services within the scope of the Bureau's activities; tests equipment for inspectors of weights and measures; prepares and publishes standard safety, engineering, plumbing, and building codes and commodity-acceptance testing methods; publishes *Journal of Research of the National Bureau of Standards,* monthly ($4.50 per year), and *Technical News Bulletin,* monthly ($1 per year).

CHARGES FOR SERVICES:
None except nominal charge for its publications available from the Government Printing Office.

SERVICES AVAILABLE TO:
State and local officials.

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NATIONAL INSTITUTE OF GOVERNMENTAL PURCHASING, INCORPORATED

Established 1944

NAME AND ADDRESS OF AGENCY:
National Institute of Governmental Purchasing, Incorporated
730 Jackson Place
Washington, D. C.

TYPE OF AGENCY:
A nonprofit educational and technical organization of the govern-

mental buying agencies of the United States and Canada, devoted to furthering development and professionalization of the field of governmental buying.

MAJOR ACTIVITIES:

Seeks to improve the organization and administration of governmental buying through research, consultation, interchange of information, simplification of standards and specifications, programs of in-service training, promotion of public understanding, and other means.

SERVICES PROVIDED ON REQUEST:

Provides informational services on organization and administration of governmental purchasing, legislation, court decisions, prices, and testing; assists in the development of standards and specifications; furnishes research facilities; publishes *Governmental Purchasing News*, biweekly, and research reports.

CHARGES FOR SERVICES:

Annual dues ranging from $75 to $750, depending on average annual purchasing volume.

SERVICES AVAILABLE TO:

Governmental buying organizations at all levels in the United States and Canada.

STAFF:

Size: 1

Names and Titles of Principal Officers and Staff Members:

Albert H. Hall, Executive Director

SOURCES OF FINANCIAL SUPPORT:

Membership service charges; fees from sales of publications and exhibit spaces at annual conferences and products exhibits.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION SERVICE (See I. Governmental Organization)

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PUBLIC ROADS ADMINISTRATION (See XXVI. Streets and Highways)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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DIVISION OF FINANCE (See VI. Budgets and Accounts)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

VIII. DEBTS

In the field of debt administration there are more private, profit-making agencies than nonprofit which advise state and local governments. However, some assistance is available from several quasi-public agencies, particularly on the state level. Advice is given to local governments regarding new bond issues and the refunding of city and county bonds. Various publications showing existing data and date of amortization are issued periodically. Surveys are made and advice is given on debt structure and administration.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF THE CENSUS (See I. Governmental Organization)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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MUNICIPAL FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES AND CANADA (See VI. Budgets and Accounts)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BUREAU OF RESEARCH (See VI. Budgets and Accounts)

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TENNESSEE MUNICIPAL ASSOCIATION

Established and Incorporated 1935

NAME AND ADDRESS OF AGENCY:

Tennessee Municipal Association

216 Union Street

Nashville 3, Tennessee

TYPE OF AGENCY:
Advises local governments on bond issues; makes local financial data available to member and associate member firms.

SERVICES PROVIDED ON REQUEST:
Acts in an advisory capacity on all refunding issues of city and county bonds in Tennessee; advises municipalities on issuance of new bonds; distributes reports prepared by the Tennessee Taxpayers Association to member firms; furnishes reports to associate members outside the state, such as investment bankers, insurance companies, and mutual investing agencies.

CHARGES FOR SERVICES:
Annual dues of $125 for member firms; $50 for associate members.

SERVICES AVAILABLE TO:
Local officials; investment bankers; insurance companies; mutual investing agencies; private individuals.

STAFF:
Size: 28 member firms in Tennessee.
Names and Titles of Principal Officers and Staff Members:
H. F. Burkholder, President
C. W. Waterfield, First Vice-President
Fred Kirtland, Second Vice-President
J. D. Shirley, Secretary-Treasurer

SOURCES OF FINANCIAL SUPPORT:
Fees from member and associate member firms.

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TENNESSEE MUNICIPAL FINANCE OFFICERS ASSOCIATION (See VI. Budgets and Accounts)

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

IX. REPORTING

Several public and quasi-public organizations on the state level assist local units of government in Tennessee in drafting reports, compiling tables and graphs, and producing maps. Model reports are available from national organizations, and standard forms of annual reports are furnished in such specialized fields as utilities. Several agencies assist in the actual writing of reports. Others review accounting and financial reports and make confidential suggestions for their improvement.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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MUNICIPAL FINANCE OFFICERS ASSOCIATION OF THE UNITED STATES AND CANADA (See VI. Budgets and Accounts)

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NATIONAL ASSOCIATION OF RAILROAD AND UTILITIES COMMISSIONERS (See XXIV. Water, Electric, Gas, and Transportation Systems)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

State Agencies

THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BUREAU OF RESEARCH (See VI. Budgets and Accounts)

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COMPTROLLER OF THE TREASURY (See VI. Budgets and Accounts)

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STATISTICAL SERVICE (See XVI. Public Health)

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

X. FIRE PROTECTION

Improved efficiency of fire departments and reduction of fire losses are the purposes of several quasi-public organizations. Included in their activities are the provision of consultant and research services, the publication of specialized reports and model fire protection ordinances and building codes, the conduct of field surveys and investigation of fires of suspicious origin, the grading of municipal fire protection facilities and fire hazard conditions according to a standard schedule, and the recommendation of definite programs of improvement for local fire departments.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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FEDERAL FIRE COUNCIL

Established 1930

NAME AND ADDRESS OF AGENCY:
Federal Fire Council
Federal Works Agency
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Serves as official advisory agency in matters relating to protection of federal employees and property from fire.

SERVICES PROVIDED ON REQUEST:
Distributes reports and other informative material concerning standards, procedures, and surveys designed to safeguard life and property from the hazards of fire.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal, state, and local officials.

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INTERNATIONAL ASSOCIATION OF FIRE CHIEFS

Established 1873

NAME AND ADDRESS OF AGENCY:
International Association of Fire Chiefs
24 West 40th Street
New York, New York

TYPE OF AGENCY:
Membership consists of fire chiefs, firemen, and other persons interested in fire prevention, protection, and extinguishment.

MAJOR ACTIVITIES:
Seeks to improve work of fire departments by interchange of information and ideas.

SERVICES PROVIDED ON REQUEST:
Provides clearing house service for information on fire protection, fire prevention, and fire extinguishment; furnishes consulting service on preparation of fire training school courses and instruction manuals; publishes *News Letter,* monthly, and bulletins, texts, manuals and other material of value in promoting fire service training and efficiency.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Public officials concerned with fire protection.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Fred Shepperd, Headquarters Manager

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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NATIONAL BOARD OF FIRE UNDERWRITERS

Established 1866

NAME AND ADDRESS OF AGENCY:
National Board of Fire Underwriters
85 John Street
New York 7, New York

TYPE OF AGENCY:
A nonprofit association of stock fire insurance companies.

MAJOR ACTIVITIES:
Carries on educational, engineering, statistical, and public service activities in the field of fire insurance and fire precaution.

SERVICES PROVIDED ON REQUEST:
Conducts field surveys and makes recommendations for improvement of fire protection facilities of municipalities; grades municipal fire protection facilities and fire hazard conditions according to a standard schedule; publishes standards of fire prevention practice, fire prevention ordinances, building codes, and other bulletins and pamphlets on fire prevention; investigates fires of suspicious origin; maintains statistical records of fire losses; maintains research division; cooperates with other organizations in important matters within its sphere of activity.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal, state, and municipal governments and their responsible officials.

STAFF:
Size: 127
Names and Titles of Principal Officers and Staff Members:
J. M. Haines, President
W. E. Mallalieu, General Manager
A. Bruce Bielaski, Assistant General Manager
J. Raymond Berry, General Counsel
George W. Booth, Chief Engineer
Mathew M. Braidech, Director of Research
L. A. Vincent, Head of Actuarial Bureau
AFFILIATIONS:
Sponsors Underwriters Laboratories, Incorporated.
SOURCES OF FINANCIAL SUPPORT:
Assessments on premium income of member companies.

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NATIONAL FIRE PROTECTION ASSOCIATION

Established 1896

NAME AND ADDRESS OF AGENCY:
National Fire Protection Association
60 Batterymarch Street
Boston 10, Massachusetts
TYPE OF AGENCY:
Nonprofit; technical educational organization.
MAJOR ACTIVITIES:
Carries on educational campaign to reduce fire losses; engages in research to promote the science and improve the methods of fire protection and prevention.
SERVICES PROVIDED ON REQUEST:
Conducts field surveys of cities showing high fire losses; performs a general consulting service for municipal fire officials; recommends definite programs of improvement to reduce fire losses; provides for exchange of information on arson investigation, fire prevention programs, and inspection procedures; publishes *Quarterly, Fireman,* monthly *News Letter,* and pamphlets on fire protection and fire hazards.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local agencies and officials; private individuals; large industrial organizations concerned with fire protection problems.
STAFF:
Size: 14
Names and Titles of Principal Officers and Staff Members:
Percy Bugbee, General Manager
Robert S. Moulton, Technical Secretary
Horatio Bond, Chief Engineer
AFFILIATIONS:
Member organizations include a large number of industrial concerns and industrial and insurance associations.
SOURCES OF FINANCIAL SUPPORT:
Gifts; endowments; membership dues of $10 per annum for individuals and $60 per annum for organizations.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

State Agencies

DIVISION OF VOCATIONAL EDUCATION (See XIV. Education)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XI. POLICE PROTECTION

For the most part, assistance in the field of police protection and law enforcement is furnished by departments and bureaus of the federal government. From these agencies local governments receive aid in identification, conducting training schools for police officers, the investigation of criminal cases, and the use of extensive criminal laboratory facilities. States are aided in the enforcement of food, cosmetic, narcotic, and game laws. Several quasi-public and private organizations offer similar types of assistance. Efforts are made to advance standards and to professionalize the police service. Improved methods of communication, identification, investigation, and crime prevention are developed, and specialized bulletins and news letters are published on particular police problems.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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AUTOMOTIVE SAFETY FOUNDATION (See XIII. Motor Vehicle Traffic)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF NARCOTICS

Established 1930

NAME AND ADDRESS OF AGENCY:
Bureau of Narcotics
United States Department of the Treasury
Washington 25, D. C.
District Office for Tennessee:
418 Federal Building
Louisville 1, Kentucky

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers federal narcotic laws.

SERVICES PROVIDED ON REQUEST:
Cooperates with states in the suppression of the abuse of narcotic drugs.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State narcotic boards; all law enforcement agencies.

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FEDERAL BUREAU OF INVESTIGATION

Esatblished 1908

NAME AND ADDRESS OF AGENCY:

Federal Bureau of Investigation
United States Department of Justice
Washington 25, D. C.
Field Division Offices for Tennessee:
407 Hamilton National Bank Building
Knoxville 2, Tennessee
2401 Sterick Building
Memphis 3, Tennessee

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Serves as central identification agency in the nation; investigates all violations of federal laws except those assigned to another federal agency.

SERVICES PROVIDED ON REQUEST:
Conducts training schools for police officers; supplies instructors to police departments conducting their own training schools; conducts FBI National Academy for advanced training of police officers; cooperates in investigation of criminal cases of interest to state and federal authorities; offers facilities of its extensive criminal laboratory; makes surveys of the records of local law enforcement bodies and recommends procedures for improvement under certain circumstances.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local law enforcement authorities.

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FISH AND WILDLIFE SERVICE (See XIX. Natural Resources)

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FOOD AND DRUG ADMINISTRATION (See XVI. Public Health)

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INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE

Established 1893

NAME AND ADDRESS OF AGENCY:
International Association of Chiefs of Police
1011 New Hampshire Avenue, N. W.
Washington 7, D. C.

TYPE OF AGENCY:
Membership consists of executive officials of city, county, state, and federal law enforcement agencies in the United States, Canada, and foreign countries.

MAJOR ACTIVITIES:
Promotes the advancement of standards and the professionalization of the police service; encourages cooperation among police departments.

SERVICES PROVIDED ON REQUEST:
Develops improved methods of communication, identification, investigation, crime prevention, and other procedures; publishes *Police Chiefs News,* monthly ($2.25 per year), *The Police Yearbook,* and

technical bulletins on special police problems. (See Traffic Division for services in that field.)

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Law enforcement officials at all levels of government, including non-members.

STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
Edward J. Kelly, Executive Secretary

SOURCES OF FINANCIAL SUPPORT:
Membership dues; sale of publications; advertising; contributions; grants.

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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NATIONAL AUTOMOBILE THEFT BUREAU
Established 1928

NAME AND ADDRESS OF AGENCY:
National Automobile Theft Bureau
99 John Street
New York, New York

TYPE OF AGENCY:
An association of companies writing automobile theft insurance.

MAJOR ACTIVITIES:
Serves as a clearing house in furnishing information concerning stolen automobiles.

SERVICES PROVIDED ON REQUEST:
Maintains a force of field men to assist in making identifications and in dealing with the automobile theft problem; does not limit service to automobiles in which member companies are interested.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All law enforcement officers.

STAFF:
Size: 78
Names and Titles of Principal Officers and Staff Members:
F. M. Herring, Secretary

SOURCES OF FINANCIAL SUPPORT:
Assessments against member companies.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NORTHWESTERN UNIVERSITY TRAFFIC INSTITUTE (See XIII. Motor Vehicle Traffic)

PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

State Agencies

HIGHWAY PATROL DIVISION (See XIII. Motor Vehicle Traffic)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XII. EMERGENCY AND DISASTERS

Planning for relief from emergencies and disasters and the elimination of hazardous conditions which would lead to disasters is primarily the function of private civic and social organizations. However, some assistance is available from the federal government in flood control planning. Relief to foreign countries in the form of food, emergency clothing collections, and salvage drives is centralized in one state agency.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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CORPS OF ENGINEERS (See XXI. Public Works)

State Agencies

TENNESSEE COMMUNITY SERVICES COUNCIL (See XXII. Planning, Zoning, and Housing)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

XIII. MOTOR VEHICLE TRAFFIC

The improvement of traffic control and administration is the purpose of many quasi-public organizations on the national level. States, cities, and counties are assisted in effecting safer and more efficient use of streets and highways. Studies are made of motor vehicle laws, accident prevention, traffic problems, and motor vehicle administration. Consultant services are available on parking, traffic engineering, driver education, driver licensing, and motor vehicle inspection. Other services available to state and local governments include surveys of the organization and administration of regulatory departments and follow-up assistance in carrying out recommendations, procuring necessary equipment, setting up record systems, and training personnel. Analyses and studies are made of prosecutors' offices, traffic courts, and traffic legislation.

National Agencies

AMERICAN AUTOMOBILE ASSOCIATION

Established 1902

NAME AND ADDRESS OF AGENCY:
American Automobile Association
17th Street and Pennsylvania Avenue N. W.
Washington 6, D. C.

TYPE OF AGENCY:
An association of motor clubs in the United States and Canada.

MAJOR ACTIVITIES:
Promotes cooperation among member clubs which provide a wide range of services to motorists.

SERVICES PROVIDED ON REQUEST:
Advises on highway legislation, parking facilities, roadside development, and traffic safety; issues publications such as a *Parking Manual* and *Sportsmanlike Driving,* an excellent textbook for education of automobile drivers, both in schools and for adults.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State, county, and city officials and agencies; citizen groups.

STAFF:
Size: 78
Names and Titles of Principal Officers and Staff Members:
Russell E. Singer, Executive Vice-President

AFFILIATIONS:
Approximately 700 motor clubs and branch offices, representing 2,200,200 individual members, are affiliates.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

AUTOMOTIVE SAFETY FOUNDATION

Established 1937

NAME AND ADDRESS OF AGENCY:
Automotive Safety Foundation
700 Hill Building
Washington 6, D. C.

TYPE OF AGENCY:
A foundation established and supported by purveying industries in the highway transportation field; membership includes automobile, petroleum, tire, parts, accessories, and other allied automotive industries, the cement industry, and finance companies.

MAJOR ACTIVITIES:
Makes grants of funds and staff services to national organizations for activities and studies in fields related to automotive safety and transportation.

SERVICES PROVIDED ON REQUEST:
Provides staff consulting service to state and local agencies of officials in effecting safer and more efficient use of streets and highways; conducts studies of motor vehicle laws to determine conformity with the Uniform Motor Vehicle Code and Model Traffic Ordinance; provides consulting service on problems of parking, traffic engineering, and highway development; issues bulletins and occasional publications on traffic problems, highway safety and development, motor vehicle administration, and related subjects.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
National, state, and local agencies, organizations and officials.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Pyke Johnson, President
Norman Damon, Vice-President
G. Donald Kennedy, Vice-President

SOURCES OF FINANCIAL SUPPORT:
Contributions from supporting member industries.

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF HIGHWAY TRAFFIC

NAME AND ADDRESS OF AGENCY:
Bureau of Highway Traffic
Strathcona Hall
Yale University
New Haven 11, Connecticut

TYPE OF AGENCY:
University bureau.

MAJOR ACTIVITIES:
Trains graduate students in traffic engineering and the conduct of studies and research in street and highway traffic.

SERVICES PROVIDED ON REQUEST:
Trains engineers for state and local governments, transit agencies, and others for a professional career in traffic work; provides staff members on occasion for consultation in connection with state and city traffic problems.

CHARGES FOR SERVICES:
Tuition fees $400; traffic consultant fees arranged individually.

SERVICES AVAILABLE TO:
State and local government agencies responsible for improvement of highway traffic conditions.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Theodore M. Matson, Director
Wilbur S. Smith, Associate Director

SOURCES OF FINANCIAL SUPPORT:
Principal source is grants from the Automotive Safety Foundation.

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ENO FOUNDATION FOR HIGHWAY TRAFFIC CONTROL

Established 1921

NAME AND ADDRESS OF AGENCY:
Eno Foundation for Highway Traffic Control
Saugatuck, Connecticut

TYPE OF AGENCY:
Endowed agency for research and publication in field of traffic engineering and control.

MAJOR ACTIVITIES:
Makes investigations of parking and traffic problems; publishes and distributes results.

SERVICES PROVIDED ON REQUEST:
Distributes research reports such as *Traffic Quarterly* for April and October, 1947, and some reprints from the *Traffic Quarterly; The Parking Problem; Zoning Applied to Parking; Organization of Official Traffic Agencies in Cities and States; An Economic Study of Interior Block Parking; Traffic Performance at Urban Street Intersections; Toll Bridge Influence on Highway Traffic Operation; Traffic Safety Education in the Community.*

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Officials and organizations with interest in traffic and transportation problems.

AFFILIATIONS:
Yale University.

SOURCES OF FINANCIAL SUPPORT:
Private endowment.

* * *

HIGHWAY RESEARCH BOARD (See XXVI. Streets and Highways)

INSTITUTE OF TRAFFIC ENGINEERS

Established 1930

NAME AND ADDRESS OF AGENCY:
Institute of Traffic Engineers
Strathcona Hall
New Haven 11, Connecticut

TYPE OF AGENCY:
Membership consists of professional traffic engineers, about one-third of whom are publicly employed.

MAJOR ACTIVITIES:
Stimulates research in traffic engineering, regulation, and legislation.

SERVICES PROVIDED ON REQUEST:
Provides information, advisory, and other services on traffic problems; publishes *Traffic Engineering,* monthly ($2 per year), *Annual* Proceedings ($2), and technical reports.

CHARGES FOR SERVICES:
None except for publications.

SERVICES AVAILABLE TO:
All public agencies and officials.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Robert S. Holmes, Executive Secretary
Ann S. Lincoln, Assistant Secretary

SOURCES OF FINANCIAL SUPPORT:
Membership dues; revenues from publications.

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INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE (See XI. Police Protection)

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NATIONAL CONSERVATION BUREAU

Established 1937

NAME AND ADDRESS OF AGENCY:
National Conservation Bureau
60 John Street
New York 7, New York

TYPE OF AGENCY:
Nonprofit; unincorporated organization representing 68 stock casualty insurance companies doing business in the United States.

MAJOR ACTIVITIES:
Concerns itself with all phases of accident prevention work.

SERVICES PROVIDED ON REQUEST:
Provides authoritative information and staff services in the fields of high school driver education, periodic motor vehicle inspection, and automobile driver licensing; offers advisory assistance in programs of accident prevention education.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All official state and city government agencies; the general public through properly constituted non-official organizations.

STAFF:
Size: 7
Names and Titles of Principal Officers and Staff Members:
Julien H. Harvey, Manager
T. N. Boate, Director of Special Service
J. V. Grimaldi, Director of Industrial Service
H. R. Danford, Director of Education

AFFILIATIONS:
Association of Casualty and Surety Companies.

SOURCES OF FINANCIAL SUPPORT:
Member companies.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NATIONAL SAFETY COUNCIL (See XI. Police Protection)

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NORTHWESTERN UNIVERSITY TRAFFIC INSTITUTE

Established 1936

NAME AND ADDRESS OF AGENCY:
Northwestern University Traffic Institute
1704 Judson Avenue
Evanston, Illinois

TYPE OF AGENCY:
Special unit in the University, operating directly under the President.

MAJOR ACTIVITIES:
Carries on a program of training, research, and publications in the traffic control field with particular reference to performance improvement in the enforcement field.

SERVICES PROVIDED ON REQUEST:
Provides consulting service on development of police training programs, particularly with reference to the subject of traffic safety; provides qualified instructors for regional, state-wide, and departmental police training schools; provides training literature in the form of texts, pamphlets, and films for traffic police training schools; provides legal and technical information and consultant service on matters related to traffic control and highway accident prevention; offers consulting service to other universities interested in the development of traffic training programs.

CHARGES FOR SERVICES:
None for modest requests for consulting service which can be handled by correspondence; fees appropriate to scope of project charged for more extensive service; payment of consultant's salary and expenses required for field service involving travel; publications available at prescribed cost; price list of current publications available; training films available on loan basis on payment of transportation charges.

SERVICES AVAILABLE TO:
State, county, and municipal governmental agencies with traffic control responsibilities; universities interested in sponsorship of traffic training programs.

STAFF:
Size: 10
Names and Titles of Principal Officers and Staff Members:
Franklin M. Kreml, Director

AFFILIATIONS:
Traffic Division of the International Association of Chiefs of Police.

SOURCES OF FINANCIAL SUPPORT:
Annual grants from the Kemper Foundation for Traffic Safety and the Automotive Safety Foundation; tuition income; service charges; publications sales.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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PUBLIC ROADS ADMINISTRATION (See XXVI. Streets and Highways)

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TRAFFIC DIVISION, INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE
Established 1936

NAME AND ADDRESS OF AGENCY:
Traffic Division, International Association of Chiefs of Police
1704 Judson Avenue
Evanston, Illinois

TYPE OF AGENCY:
Nonprofit.

MAJOR ACTIVITIES:
Provides direct service to state, county, and municipal police agencies in connection with their traffic control and accident prevention problems.

SERVICES PROVIDED ON REQUEST:
Provides aid to state, county, or municipal police departments in the development of programs of traffic control and accident prevention; furnishes: (1) a preliminary study to determine conditions and requirements of the department in terms of personnel, equipment, policies, procedure, and administration; (2) development of a recommended plan of organization and procedure; (3) assistance by staff men in carrying out recommendations, including development of an improved organization plan, procurement of necessary equipment, establishment of a sound traffic records system, training of personnel, and institution of new policies and procedures. supplements this service, upon request, by a study of the functions of prosecutors' offices and traffic courts, by analysis of requirements in the fields of traffic courts and traffic legislation, and by analysis and recommendations relative to the administrative requirements or the establishment of a sound program of traffic engineering (not extending into the field of actual analysis of physical requirements for improvement of traffic movement); furnishes instructors in schools; cooperates with several universities in conduct of regional traffic police training courses.

CHARGES FOR SERVICES:
Charges for direct service based on the salaries and expenses of the men assigned to jobs; charges for cooperative sponsorship of traffic police training courses at other universities represented by the assessment of tuition fee upon students, with all income from this source going to the Traffic Division, except the overhead expenses of the cooperating university.

SERVICES AVAILABLE TO:
All city, county, and state police agencies; all universities interested in co-sponsorship of training courses for traffic police.

STAFF:
Size: 10
Names and Titles of Principal Officers and Staff Members:
Franklin M. Kreml, Director

AFFILIATIONS:
Northwestern University Traffic Institute.

SOURCES OF FINANCIAL SUPPORT:
Grants from the Automotive Safety Foundation, the American Mutual Alliance, and the Association of Casualty and Surety Companies; charges for service; tuition income.

State Agencies

HIGHWAY PATROL DIVISION
Established 1930

NAME AND ADDRESS OF AGENCY:
Highway Patrol Division
Department of Safety
State of Tennessee
State Office Building
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Patrols highways; enforces traffic laws, aeronautical laws, the automobile registration act, highway right-of-way provisions, and prostitution laws; enforces and administers drivers' license regulations.

SERVICES PROVIDED ON REQUEST:
Aids local officials in law enforcement; assists county officers in enforcing liquor laws; assists the Tennessee Department of Agriculture in enforcing its rules and regulations; assists the Tennessee Department of Conservation in preventing and fighting forest fires.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
The general public.

STAFF:
Size: 180
Names and Titles of Principal Officers and Staff Members:
Lynn Bomar, Commissioner
James T. Gill, Inspector

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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SAFETY EDUCATION DIVISION (See XIV. Education)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XIV. EDUCATION

Advisory services are available on matters concerning adult education, educational rehabilitation of the disabled, child education, school curriculum, education practices, sources of teacher supply, and school and plant facilities. Achievement tests and educational films are distributed, and research is undertaken on special educational problems. Assistance is given in the preparation of school budgets and accounting systems. This section is not limited to agencies providing advice and assistance on matters of educational administration alone, but includes a limited number of agencies whose primary functions concern the advancement of educational activities in various specialized fields such as conservation, aviation, motor vehicle traffic, and agriculture.

National Agencies

AMERICAN ASSOCIATION FOR ADULT EDUCATION

Established 1926

NAME AND ADDRESS OF AGENCY:
American Association for Adult Education
525 West 125th Street
New York 27, New York

TYPE OF AGENCY:
Membership consists of representatives of schools, colleges, universities, libraries, and educational organizations, and individuals interested in furthering adult education.

MAJOR ACTIVITIES:
Gathers and disseminates information concerning all forms of adult education; holds annual conference.

SERVICES PROVIDED ON REQUEST:
Acts as clearing house of information on all types of adult education activities; cooperates in community efforts to establish special agencies for adult education; conducts or assists in special studies and research projects in the field of adult education; publishes *Adult Education Journal*, quarterly, and a series of studies in the social significance of adult education in the United States.

CHARGES FOR SERVICES:
Included in membership dues.

SERVICES AVAILABLE TO:
Members primarily; occasional advice to interested organizations.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Morse A. Cartwright, Director
Glen Burch, Assistant to Director and Editor of *Adult Education Journal*

SOURCES OF FINANCIAL SUPPORT:
Budget derived from membership dues and a small annual grant from the Institute of Adult Education, Teachers College, Columbia University.

AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS

Established 1865

NAME AND ADDRESS OF AGENCY:
American Association of School Administrators
1201 16th Street
Washington, D. C.

TYPE OF AGENCY:
A Department of the National Education Association of the United States.

MAJOR ACTIVITIES:
Conducts research; prepares annual yearbook and other reports; conducts professional conferences; provides other services of value to school superintendents.

SERVICES PROVIDED ON REQUEST:
Operates Educational Research Service (in cooperation with Research Division of the National Education Association) which provides circulars presenting up-to-date information on topics of current importance; educational publications; prompt attention to specific requests for assistance; and published and unpublished reports on a loan basis.

CHARGES FOR SERVICES:
Annual membership dues, $5; annual subscription fee to Educational Research Service, $35.

SERVICES AVAILABLE TO:
State, county, and city school administrators, both members and non-members; other public officials.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Worth McClure, Executive Secretary

SOURCES OF FINANCIAL SUPPORT:
Membership dues; sale of publications; Educational Research Service subscription fees; convention exhibits.

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AMERICAN COUNCIL ON EDUCATION

Established 1918

NAME AND ADDRESS OF AGENCY:
American Council on Education
744 Jackson Place
Washington, D. C.

TYPE OF AGENCY:
Membership consists of national educational organizations, universities, state education departments, city school systems, private school systems, selected secondary schools, and educational departments of industrial concerns.

MAJOR ACTIVITIES:
Seeks to advance American education through cooperative action on the part of educational associations, organizations, and institutions.

SERVICES PROVIDED ON REQUEST:
Promotes and carries out systematic studies, cooperative experiments, conferences, and similar enterprises which contribute to the advance of education; publishes *The Educational Record,* quarterly ($2 per year), and an occasional bulletin, *Higher Education and National Affairs.*

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State departments of education; local school systems.

STAFF:
Size: 7
Names and Titles of Principal Officers and Staff Members:
George F. Zook, President
A. J. Brumbaugh, Vice-President
Francis J. Brown, Staff Associate

SOURCES OF FINANCIAL SUPPORT:
Membership dues; foundation grants.

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THE AMERICAN FORESTRY ASSOCIATION (See XIX. Natural Resources)

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AMERICAN LIBRARY ASSOCIATION (See XV. Libraries)

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AMERICAN REHABILITATION COMMITTEE, INCORPORATED

Established 1922

NAME AND ADDRESS OF AGENCY:
American Rehabilitation Committee, Incorporated
28 East 21st Street
New York 10, New York

TYPE OF AGENCY:
Private; nonprofit corporation.

MAJOR ACTIVITIES:
Operates Rehabilitation Center for the Disabled to determine employability of physically and mentally disabled people and to render them again employable; provides medical and psychiatric consultation to applicants.

SERVICES PROVIDED ON REQUEST:
Cooperates with state rehabilitation bureaus and departments of labor, hospitals, and social organizations, in problems of rehabilitation and reemployment of disabled people; publishes *Rehabilitation Review,* bimonthly ($2 per year).

CHARGES FOR SERVICES:
A charge of $2.50 per day is made to agencies which by statute, rule, or regulation are authorized and directed to pay for referral services; otherwise, service is free.

SERVICES AVAILABLE TO:
State and local rehabilitation agencies; applicants are accepted from all community agencies (public and private) and individuals.

STAFF:
Size: 5

Names and Titles of Principal Officers and Staff Members:
Mrs. Grace Maxon Heagen, Executive Secretary

AFFILIATIONS:
Membership in National Council on Rehabilitation; membership in Welfare Council New York City.

SOURCES OF FINANCIAL SUPPORT:
Contributions; charges for services rendered; income from printing department.

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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ASSOCIATION OF AMERICAN COLLEGES

Established 1915

NAME AND ADDRESS OF AGENCY:
Association of American Colleges
726 Jackson Place, N. W.
Washington 6, D. C.

TYPE OF AGENCY:
Membership consists of colleges and colleges of liberal arts in universities.

MAJOR ACTIVITIES:
Facilitates exchange of information, experience, and ideas between member colleges.

SERVICES PROVIDED ON REQUEST:
Provides consultative and advisory service on college administration and education; conducts research in problems of curriculum, music, cooperation between school systems and libraries, and sources of teachers.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All liberal arts colleges.

STAFF:
Size: 8
Names and Titles of Principal Officers and Staff Members:
Guy E. Snavely, Executive Director

AFFILIATIONS:
Represented on American Council on Education.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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CHILDREN'S BUREAU (See XVII. Public Welfare)

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CIVIL AERONAUTICS ADMINISTRATION (See XXV. Airports)

COOPERATIVE TEST SERVICE

Established 1930

NAME AND ADDRESS OF AGENCY:
Cooperative Test Service
15 Amsterdam Avenue
New York 23, New York

TYPE OF AGENCY:
Nonprofit; maintained under the supervision of Committee on Measurement and Guidance, American Council on Education.

MAJOR ACTIVITIES:
Produces and distributes comparable achievement tests for high school and college classes.

SERVICES PROVIDED ON REQUEST:
Provides advisory service to aid school administrators in selecting appropriate tests and in making effective use of test results; publishes advisory service bulletins and achievement tests; provides catalogue of tests on request.

CHARGES FOR SERVICES:
Tests sold at catalogue prices.

SERVICES AVAILABLE TO:
School administrators; teachers.

STAFF:
Size: 8
Names and Titles of Principal Officers and Staff Members:
K. W. Vaughn, Associate Director

AFFILIATIONS:
American Council on Education.

SOURCES OF FINANCIAL SUPPORT:
Proceeds of sales of tests.

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DIVISION OF SURVEYS AND FIELD SERVICES

NAME AND ADDRESS OF AGENCY:
Division of Surveys and Field Services
George Peabody College for Teachers
Nashville, Tennessee

TYPE OF AGENCY:
A division of George Peabody College for Teachers.

MAJOR ACTIVITIES:
Serves the cause of education, particularly in the South, through improvement of educational, social, economic, and community conditions.

SERVICES PROVIDED ON REQUEST:
Conducts comprehensive school and college surveys; assumes responsibility for organizing staffs for studies of such aspects of schools or colleges as community backgrounds, instruction, teaching personnel, pupil personnel, the physical plant, general administration, and business management; makes research studies of problems common to many school systems; sponsors workshops for the benefit of elementary and secondary teachers, supervisors, college instructors, school and college administrators, and libraries; maintains a curriculum Laboratory for the use of workshop groups, commit-

tees, or individuals who have specific problems in curriculum development. (See Interstate School Building Service, Southern Rural Life Council, and Regional Materials Service, which are units of the division.)

CHARGES FOR SERVICES:
Depend upon type of service rendered.

SERVICES AVAILABLE TO:
School systems (city, county, state, and private institutions); teachers; college instructors; school administrators; librarians.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
John E. Brewton, Director

SOURCES OF FINANCIAL SUPPORT:
College allocations.

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INTERSTATE SCHOOL BUILDING SERVICE

Established 1929

NAME AND ADDRESS OF AGENCY:
Interstate School Building Service
George Peabody College for Teachers
Nashville, Tennessee

TYPE OF AGENCY:
Membership consists of school building divisions of sixteen southern state departments of education.

MAJOR ACTIVITIES:
Provides assistance on all phases of problems concerning school plants and facilities .

SERVICES PROVIDED ON REQUEST:
Makes available floor plans and specifications for school buildings, community canneries, agricultural shops, lunch rooms, libraries, science laboratories, primary and intermediate classrooms, and school and community recreational facilities; sponsors workshops to assist school officials in planning school facilities; publishes bulletins on operation and maintenance of school facilities and grounds.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
School administrators through state departments of education.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
W. D. McClurkin, Director

AFFILIATIONS:
Division of Surveys and Field Services, George Peabody College for Teachers.

SOURCES OF FINANCIAL SUPPORT:
Julius Rosenwald Fund; General Education Board; college allocations.

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NATIONAL CONSERVATION BUREAU (See XIII. Motor Vehicle Traffic)

NATIONAL EDUCATION ASSOCIATION OF THE UNITED STATES

Established 1857

NAME AND ADDRESS OF AGENCY:
National Education Association of the United States
1201 16th Street
Washington, D. C.

TYPE OF AGENCY:
Membership consists of teachers and others engaged in educational problems.

MAJOR ACTIVITIES:
Conducts research and disseminates information on educational problems.

SERVICES PROVIDED ON REQUEST:
Provides information and advice on all phases of educational problems through its various departments and committees. (See American Association of School Administrators for Educational Research Service, a joint operation of the two organizations.)

CHARGES FOR SERVICES:
None for members or educational institutions.

SERVICES AVAILABLE TO:
State and local agencies; officials concerned with education.

STAFF:
Size: 50
Names and Titles of Principal Officers and Staff Members:
Willard E. Givens, Executive Secretary
H. A. Allan, Business Manager

AFFILIATIONS:
American Council on Education; state and local teachers' associations.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; income from investments; sales of publications; exhibits; advertising.

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NATIONAL SAFETY COUNCIL

Established 1913

NAME AND ADDRESS OF AGENCY:
National Safety Council
20 North Wacker Drive
Chicago 6, Illinois

TYPE OF AGENCY:
A non-commercial, nonprofit association; appropriate types of membership open to state and municipal agencies.

MAJOR ACTIVITIES:
Serves as a national and international clearing house to gather and distribute information about causes of accidents and ways to prevent them; stimulates interest in safety in the fields of industrial safety and health, traffic and transportation, other public safety, school and child safety, and home, farm, and general safety in cooperation with other organizations.

SERVICES PROVIDED ON REQUEST:
Publishes pamphlets and manuals outlining methods of teaching safety to the child in school; gives field assistance to states and cities on the development of safety programs; assists colleges in incorporating industrial safety into their engineering curricula and in establishing special safety engineering courses for graduates and undergraduate schools; provides information and assistance in the establishment of campus safety programs.

CHARGES FOR SERVICES:
None for consultation on public safety problems or analysis service; informational services by membership.

SERVICES AVAILABLE TO:
All interested agencies.

STAFF:
Size: 250
Names and Titles of Principal Officers and Staff Members:
Ned H. Dearborn, President and Executive Vice-President
R. L. Forney, General Secretary

AFFILIATIONS:
Several hundred local and state organizations are affiliates; about 75 have been chartered by the Council; of these, about 20 are further recognized as chapters of the Council.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; sales of publications; contributions.

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OFFICE OF EXPERIMENT STATIONS

Established 1892

NAME AND ADDRESS OF AGENCY:
Office of Experiment Stations
United States Department of Agriculture
Washington 25, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers and coordinates federal grants to state agricultural experiment stations.

SERVICES PROVIDED ON REQUEST:
Assists state agricultural experiment stations in formulation of research projects and in coordination of programs; furnishes technical advice and assistance in specific subject matter fields.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State agricultural experiment stations.

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OFFICE OF VOCATIONAL REHABILITATION

Established 1943

NAME AND ADDRESS OF AGENCY:
Office of Vocational Rehabilitation
Federal Security Agency
Washington 25, D. C.

Regional Office for Tennessee:
441 West Peachtree Street
Atlanta 3, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Makes grants to states in which vocational rehabilitation programs and plans have been approved in accordance with the Vocational Rehabilitation Act.

SERVICES PROVIDED ON REQUEST:
Establishes standards in the various areas of service; provides staff development programs, consultative services, and technical materials to assist state rehabilitation programs; provides special assistance through regional offices.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State vocational education boards; state agencies for the blind.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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REGIONAL MATERIALS SERVICE

NAME AND ADDRESS OF AGENCY:
Regional Materials Service
George Peabody College for Teachers
Nashville 4, Tennessee

TYPE OF AGENCY:
A unit of the Division of Surveys and Field Services of George Peabody College for Teachers.

MAJOR ACTIVITIES:
Provides a central regional source of information on research and educational materials throughout the southern region and in each southern state.

SERVICES PROVIDED ON REQUEST:
Gives technical assistance to educational agencies and institutions in developing procedures for more effective assembly and utilization of materials on the resources and problems of the state and the region; collaborates with the various state centers in the development of work conferences for in-service and pre-service education of teachers, librarians, and others designed to provide stimulation and technical assistance to the personnel whose duties involve the assembly and utilization of materials; provides for continuous interchange of information, ideas, and experience among the directors of materials collections by means of publications, work conferences, and consultation; maintains a file and issues bibliographies on regional and state materials useful in resource-use education and in projecting programs of research translation; trains leaders in resource-use education; provides fellowships to interested and worthy graduate students.

CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Educational agencies and institutions; teachers; librarians; and other interested persons.
STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
John E. Brewton, Director
SOURCES OF FINANCIAL SUPPORT:
College allocations; General Education Board.

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RETRAINING AND REEMPLOYMENT ADMINISTRATION (See XXIX. Veterans' Affairs)

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SOCIETY OF AMERICAN FORESTERS (See XIX. Natural Resources)

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SOUTHERN EDUCATIONAL FILM PRODUCTION SERVICE, INCORPORATED
Established 1946
NAME AND ADDRESS OF AGENCY:
Southern Educational Film Production Service, Incorporated
University of Georgia
Athens, Georgia
TYPE OF AGENCY:
Nonprofit corporation.
MAJOR ACTIVITIES:
Produces educational motion pictures.
SERVICES PROVIDED ON REQUEST:
Produces educational films for tax-supported agencies; serves as clearing house of information on educational film production in the southeast; advises on uses and possibilities of films in the programs of tax-supported agencies.
CHARGES FOR SERVICES:
Reimbursement of expenditures; advisory service free.
SERVICES AVAILABLE TO:
Tax-supported agencies in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.
STAFF:
Size: 19
Names and Titles of Principal Officers and Staff Members:
Nicholas Read, Director of Production
William T. Clifford, Production Manager
AFFILIATIONS:
University of Georgia, which provides quarters and serves as fiscal agent; the service is governed by a Board of Directors composed of one member from each state, one member from the University of Georgia, and one member from Tennessee Valley Authority.

SOURCES OF FINANCIAL SUPPORT:
Reimbursement of expenditures for services; foundation support until March, 1948.

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SOUTHERN RURAL LIFE COUNCIL (See XVII. Public Welfare)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

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UNITED STATES OFFICE OF EDUCATION
Estab ished 1867
NAME AND ADDRESS OF AGENCY:
United States Office of Education
Federal Security Agency
Washington 25, D. C.
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Collects information on schools and school administration; conducts research on problems related to educational practices; serves in advisory capacity to state and local school officials; administers grant-in-aid funds to education and special programs.
SERVICES PROVIDED ON REQUEST:
Provides expert technical, consultative, and advisory services on all educational programs, both through correspondence and field visits; publishes numerous research reports and other publications through the United States Government Printing Office, Washington 25, D. C.
CHARGES FOR SERVICES:
None except for published reports.
SERVICES AVAILABLE TO:
State and local educational agencies.

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WILDLIFE MANAGEMENT INSTITUTE (See XIX. Natural Resources)

State Agencies

AGRICULTURAL EXPERIMENT STATION
Established 1887
NAME AND ADDRESS OF AGENCY:
Agricultural Experiment Station
Colleges of Agriculture and Home Economics
Morgan Hall
The University of Tennessee
Knoxville, Tennessee
Substations:
Greeneville, Crossville, Columbia, Springfield, Jackson.
TYPE OF AGENCY:
State university; nonprofit.

MAJOR ACTIVITIES:
Undertakes research in agriculture and home sciences.

SERVICES PROVIDED ON REQUEST:
Provides solutions to problems in the field of agriculture and home science through bulletins, pamphlets and other publications, letters or conferences, speakers, forums, and demonstrations; provides information to be relayed through home teaching, high school teaching, and teaching on the college level; makes its information available to the Soil Conservation Districts; cooperates with the Agricultural Extension Service in furnishing judges for the contests at fairs; cooperates with industries engaged in the processing of foods and/or in the production of farm equipment in an effort to apply the new techniques of science to farm life in the state; cooperates with the Tennessee Department of Agriculture in outlining farm problems for the convenience of the General Assembly.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Legislators; state and local officials; Soil Conservation District Supervisors; county agents; the State Agricultural Colleges; officials of the school districts; farmers' cooperatives; industries which have a bearing on agriculture; civic groups; individual farmers.

STAFF:
Size: 85
Names and Titles of Principal Officers and Staff Members:
C. E. Brehm, Director, Agricultural Experiment Station, Knoxville
F. S. Chance, Vice-Director, Agricultural Experiment Station, Knoxville
J. Newt Odom, Superintendent, Agricultural Experiment Station, Knoxville
J. Hugh Felts, Superintendent, Tobacco Experiment Station, Greeneville
John A. Odom, Superintendent, Plateau Experiment Station, Crossville
John A. Ewing, Superintendent, Middle Tennessee Experiment Station, Columbia
Dennis H. Latham, Acting Superintendent, Highland Rim Experiment Station, Springfield
Ben P. Hazelwood, Superintendent, West Tennessee Experiment Station, Jackson

SOURCES OF FINANCIAL SUPPORT:
University allocations; federal grants; grants from private industry to further research.

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AIRPORT DEVELOPMENT LABORATORY (See XXV. Airports)

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BUREAU OF AERONAUTICS (See XXV. Airports)

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THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

COOPERATIVE EXTENSION WORK, AGRICULTURE AND HOME ECONOMICS

Established 1914

NAME AND ADDRESS OF AGENCY:
Cooperative Extension Work, Agriculture and Home Economics
College of Agriculture
Morgan Hall
The University of Tennessee
Knoxville, Tennessee

District Offices:
Pythian Building, Jackson, Tennessee
2321 West End Avenue, Nashville, Tennessee
Federal Building, Chattanooga, Tennessee
Morgan Hall, Knoxville, Tennessee

TYPE OF AGENCY:
State university and federal; nonprofit.

MAJOR ACTIVITIES:
Strives to improve rural living as a economic pursuit and as a type of social organization through education in such matters as cultivation, fertilization and harvesting of crops, feeding, breeding and care of livestock, marketing of livestock, livestock products, crops, fruits and vegetables, development of 4-H Clubs, Home Demonstration Clubs, farm commodity groups and community organization; provides instruction in farm and home management, household planning and decoration, family relationships, food preparation and preservation, crafts, and home marketing.

SERVICES PROVIDED ON REQUEST:
Supplies education and instruction in the above subjects through county agricultural and home agents located in each county of the state, and by additional specialists trained in the various lines of agriculture and home economics; furnishes bulletins and other informational materials, motion pictures, educational slides, newspaper articles and radio material.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Farmers and farm women; farm youth; farm organizations; civic groups; other organizations interested in agriculture and the development of rural life.

STAFF:
Size: 400
Names and Titles of Principal Officers and Staff Members:
C. E. Brehm, Director
J. H. McLeod, Acting Director
R. W. Moore, Assistant Director
District I: Jackson
Mildred Jacocks, District Agent
Judd Brooks, District Agent
District II: Nashville
Helen Cullens, District Agent
A. B. Harmon, District Agent

District III: Chattanooga
Mary Stanfill, District Agent
C. L. Doughty, District Agent

District IV: Knoxville
Oma Worley, District Agent
Benton M. Elrod, District Agent

AFFILIATIONS:
United States Department of Agriculture.

SOURCES OF FINANCIAL SUPPORT:
Federal, state, and county appropriations.

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COORDINATOR OF PUBLIC HEALTH EDUCATION

NAME AND ADDRESS OF AGENCY:
Coordinator of Public Health Education
Division of Central Administration
Department of Public Health
State of Tennessee
420 Sixth Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Raises the health standards in Tennessee by means of the dissemination of health information, assistance in the training of health education personnel, and cooperation with other agencies in the development of health education programs.

SERVICES PROVIDED ON REQUEST:
Cooperates with The University of Tennessee and the State Colleges in employing professors of health education; co-sponsors with The University of Tennessee, the State Colleges and the Tennessee Department of Education a comprehensive program of state-wide public health education and workshops for in-service training of teachers, health workers, and lay leaders, through contributions of technical staff and/or operating cost and/or scholarships; encourages and subsidizes county health departments so that locally employed health coordinators may act as health educators; disseminates information to the public by means of speakers, occasional news releases, broadcasts, loans of films, and materials for exhibit; distributes literature on the various aspects of public health education and teaching kits in addition to its own monthly *Health Briefs*, as a special service to teachers.

CHARGES FOR SERVICES:
None, except for postage on film and exhibit materials borrowed.

SERVICES AVAILABLE TO:
The school systems of the state; the public health system of the state and other health and welfare agencies; civic groups; the general public.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Dr. Robert H. White, Coordinator of Public Health Education

SOURCES OF FINANCIAL SUPPORT:
State appropriations; federal and foundation grants.

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DEPARTMENT OF PUBLIC HEALTH EDUCATION

Established 1931

NAME AND ADDRESS OF AGENCY:
Department of Public Health Education
College of Education
207-A Biology Building
The University of Tennessee
Knoxville, Tennessee

TYPE OF AGENCY:
State university; nonprofit.

MAJOR ACTIVITIES:
Raises the health standard in Tennessee communities by means of training teachers, nutritionists, social workers, and professional health educators in the field of public health.

SERVICES PROVIDED ON REQUEST:
Provides training in public health which is desired of prospective teachers by the Tennessee Department of Education; provides statewide workshops for teachers in cooperation with the Tennessee Departments of Public Health and Education and the Tennessee Valley Authority; provides local workshops in cooperation with municipal and/or county health and education departments and, at times, local institutions of higher learning; provides skilled personnel to help teachers set up their own local workshops; provides skilled personnel for consultation on problems of public health education; collaborates with state departments in the preparation of kits of teaching materials; furnishes reference service on materials to help teachers.

CHARGES FOR SERVICES:
No expense to localities for services in connection with establishment of local workshops; participants wishing to take work for credit in workshops must register in the University and pay Extension fees; teachers can obtain scholarships, when available from state agencies, to cover tuition and personal expenses in order to attend state-wide workshops.

SERVICES AVAILABLE TO:
The school systems of the state; public health systems of the state; other health and welfare agencies.

STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
Harold H. Walker, Professor of Public Health Education
Margaret Milliken, Assistant Professor of Public Health Education
Deward K. Grissom, Instructor in Public Health Education

SOURCES OF FINANCIAL SUPPORT:
University allocations; supplementary support by the Tennessee Department of Public Health.

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DIVISION OF FINANCE (See VI. Budgets and Accounts)

DIVISION OF FORESTRY (See XIX. Natural Resources)

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DIVISION OF HEALTH EDUCATION

Established 1944

NAME AND ADDRESS OF AGENCY:
Division of Health Education
Department of Education
State of Tennessee
407 Seventh Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Improves children's health by raising the level of all aspects of the school health program: physical education in schools, health education in schools, special education, and school lunch programs.

SERVICES PROVIDED ON REQUEST:
Visits schools giving advice and consultation on the physical education and safety education programs; gives consultative services on menu planning for school lunches and advises as to methods by which the school lunch can be made a part of the educational process; answers requests for teaching materials on public health education and cooperates with the Tennessee Department of Public Health in the making up of teaching kits; co-sponsors with the University of Tennessee, the State Colleges, and the Tennessee Department of Public Health a comprehensive program of state-wide public health education and workshops for in-service training of teachers, health workers, and lay leaders, through contribution of technical staff and/or operating cost and/or scholarships; encourages schools to open their recreational facilities to the community and gives advice and consultation as to best use of these facilities; provides public speakers.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
The school systems of the state; civic groups; the general public.

STAFF:
Size: 22
Names and Titles of Principal Officers and Staff Members:
Fred T. Brown, Director
Charles F. Kerr, Supervisor Physical Education and Recreation
Frances Mae Nave, Supervisor, School Lunch Program
Cleo R. Carpenter, Assistant Supervisor, School Lunch Program
J .E. Hogan, Supervisor, Special Education

SOURCES OF FINANCIAL SUPPORT:
Legislative appropriations; federal grants for the school lunch program.

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DIVISION OF INSTRUCTIONAL MATERIALS AND LIBRARY SERVICE (See XV. Libraries)

DIVISION OF PREVENTABLE DISEASES (See XVI. Public Health)

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DIVISION OF UNIVERSITY EXTENSION

Established 1923

NAME AND ADDRESS OF AGENCY:
Division of University Extension
1 South College
The University of Tennessee
Knoxville 16, Tennessee

Extension Centers:
Memphis, Martin, Nashville, Oak Ridge, Knoxville, Tri-Cities (Johnson City, Bristol, Kingsport)

TYPE OF AGENCY:
State university; nonprofit.

MAJOR ACTIVITIES:
Offers classroom and correspondence instruction on the college and pre-college levels, if desired for college credit; offers short courses and lecture series; operates a Library Extension Service, and a School and Community Service which comprises a radio broadcasting service, service in the development of speech and drama work, and in audio-visual education.

SERVICES PROVIDED ON REQUEST:
Cooperates with the regional libraries, and other public libraries, The University of Tennessee Libraries, and the libraries of the public and private colleges of the state in making reading materials available; assembles package libraries and bibliographies on a wide range of topics including high school and college debating topics; operates a drama loan library; supplies collateral reading materials to extension instructors and students; provides speakers for civic groups; rents films and gives demonstrations on the handling of audio-visual equipment; cooperates with The University of Tennessee College of Education, the Tennessee Department of Education, and the state colleges in sponsoring conferences of audio-visual education; advises the Division of Instructional Materials and Library Service in the Tennessee Department of Education on the subject of audio-visual education; tabulates and analyzes the evaluative comments of persons using its films in the course of their instructional activities.

CHARGES FOR SERVICES:
Rental fee for films determined by source of film; postage for package libraries and drama loans; books loaned to individuals carry a fee.

SERVICES AVAILABLE TO:
State officials; officials of the school systems; librarians; county agents; civic groups.

STAFF:
Size: 11
Names and Titles of Principal Officers and Staff Members:
Fesington C. Lowry, Director

James E. Arnold, Specialist in School and Community Service
James H. Williamson, Coordinator of Class Extension
George W. Gleaves, Jr., Supervisor, Memphis Extension Center
John B. Woods, Supervisor, Nashville Extension Center
Archie Clinton Keller, Jr., Supervisor, Oak Ridge Extension Center
Ray Hamilton Sullinger, Jr., Supervisor, Knoxville Extension Center
Kermit Roosevelt Addington, Supervisor, Tri-Cities Extension Center
Kenneth D. Wright, Radio Specialist
David J. Harkness, Extension Librarian

AFFILIATIONS:
National University Extension Association.

SOURCES OF FINANCIAL SUPPORT:
State appropriations; fees.

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DIVISION OF VOCATIONAL EDUCATION

Established 1918

NAME AND ADDRESS OF AGENCY:
Division of Vocational Education
Department of Education
State of Tennessee
202 War Memorial Building
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Carries out the vocational education program set up by the State Board for Vocational Education and approved by the United States Commissioner of Education, which includes the training of persons about to enter, or engaged in, specific occupational pursuits such as agriculture, the sale and distribution of goods and services, home making, trade and industry, the training of teachers, and supervision of these programs.

SERVICES PROVIDED ON REQUEST:
Trains public and private employees whose work is of a clerical or industrial nature, offering courses in such subjects as tax assessment, ballot clerking, sewage and garbage disposal, custodial and janitorial work, secretarial and clerking; provides training through itinerant instructors in fire fighting and training supervision (Job Instruction Training, Job Relation Training, and Job Management Training); cooperates with the Rural Electrification Administration in training the employees of the power cooperatives; cooperates with The University of Tennessee in teaching short-term institutes on the Knoxville campus during the summer and with the Middle Tennessee State College in conducting an annual institute for fire fighters in Murfreesboro.

CHARGES FOR SERVICES:
Local school systems pay for the program, but are reimbursed for teachers' salaries.

SERVICES AVAILABLE TO:
Local governments; school systems; private trades and industries; cooperatives; labor unions.

STAFF:
Size: 17
Names and Titles of Principal Officers and Staff Members:
G. E. Freeman, Director
W. A. Seely, Supervisor, Trade and Industries
Margaret Browder, Supervisor, Home Economics
J. W. Brimm, Assistant Supervisor, Agriculture
Ted Petty, Acting Supervisor, District Education

SOURCES OF FINANCIAL SUPPORT:
State appropriations; federal grant-in-aid on a matching basis.

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EDUCATIONAL SERVICE (See XIX. Natural Resources)

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FIELD SERVICE

Established 1943

NAME AND ADDRESS OF AGENCY:
College of Education
218 Ayres Hall
The University of Tennessee
Knoxville, Tennessee

TYPE OF AGENCY:
State university; nonprofit.

MAJOR ACTIVITIES:
Gives advice and aid to teachers and school administrators on their problems.

SERVICES PROVIDED ON REQUEST:
Sets up workshops, at The University of Tennessee or throughout the state, in whatever phase of public education the need is most strongly felt; provides assistance, insofar as funds permit, through consultation, correspondence, and public speeches; helps set up local associations for the improvement of public education; cooperates with the Tennessee Department of Public Welfare, the Tennessee Department of Public Health, the state colleges, and other colleges of The University of Tennessee in such programs.

CHARGES FOR SERVICES:
None, except for a registration fee if trainees decide to attend workshops for college or university credit.

SERVICES AVAILABLE TO:
State officials; officials of the school systems; civic groups.

STAFF:
Size: 26
Names and Titles of Principal Officers and Staff Members:
N. E. Fitzgerald, Dean

SOURCES OF FINANCIAL SUPPORT:
University allocations; registration fees from persons taking the workshops for credit.

SAFETY EDUCATION DIVISION

Established 1939

NAME AND ADDRESS OF AGENCY:
Safety Education Division
Department of Safety
State of Tennessee
State Office Building
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Promotes highway safety through education and public information.

SERVICES PROVIDED ON REQUEST:
Provides school lectures; assists in the organization of school safety patrols; gives lectures to any type of civic group concerned with private fleet operations; furnishes press and radio releases on safety.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
The general public.

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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TENNESSEE EDUCATION ASSOCIATION

Established 1865

NAME AND ADDRESS OF AGENCY:
Tennessee Education Association
409 Seventh Avenue North
Nashville, Tennessee

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Seeks to organize the state's caucasoid teachers, instructing on all levels, on a professional basis in the interest of the advancement of public education, especially progressive education.

SERVICES PROVIDED ON REQUEST:
Engages in research and serves as a clearing house providing information on the conditions and needs of public education; cooperates with the Tennessee Department of Education in special studies and in the promotion of school legislation; aids the Tennessee Department of Education in enforcing the department's program and rules; provides speakers for civic clubs; publishes leaflets from time to time and *The Tennessee Teacher*, monthly.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
General Assembly; Tennessee Department of Education; officials of the school systems; teachers; the general public.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Andrew D. Holt, Executive Secretary
F. E. Bass, Assistant Secretary
Mary Helen Crawley, Director of Publications

AFFILIATIONS:
National Education Association.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; fees for advertisements in *The Tennessee Teacher.*

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TENNESSEE HISTORICAL SOCIETY

Established 1849

NAME AND ADDRESS OF AGENCY:
Tennessee Historical Society
c/o Tennessee State Library
State Capitol Building
Nashville 3, Tennessee

TYPE OF AGENCY:
Quasi-public; nonprofit.

MAJOR ACTIVITIES:
Acts as custodian of a large volume of documents relating to the history of Tennessee; promotes interest in and dissemination of facts about state history.

SERVICES PROVIDED ON REQUEST:
Cooperates with the Division of Library Services and Archives, Learning and Instructional Materials, Museum and State History in the Tennessee Department of Education in making historical documents available; cooperates with the Tennessee Historical Commission in helping localities preserve and mark historical sites; publishes the *Tennessee Historical Quarterly* in cooperation with the Tennessee Historical Commission.

CHARGES FOR SERVICES:
Tennessee Historical Quarterly sells for $2 a year; all other services free.

SERVICES AVAILABLE TO:
State and local officials; officials of the school systems; civic groups.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Stanley F. Horn, President, Nashville
Robert T. Quarles, Jr. Recording Secretary, Nashville
Mrs. John Trotwood Moore, Corresponding Secretary, Nashville
Daniel M. Robison, Editor, *Tennessee Historical Quarterly,* Nashville

SOURCES OF FINANCIAL SUPPORT:
Annual membership dues; a small endowment fund.

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TENNESSEE LEAGUE OF WOMEN VOTERS

Established 1936

NAME AND ADDRESS OF AGENCY:
Tennessee League of Women Voters
25 Chamberlain Building
Chattanooga, Tennessee

X. FIRE PROTECTION

Improved efficiency of fire departments and reduction of fire losses are the purposes of several quasi-public organizations. Included in their activities are the provision of consultant and research services, the publication of specialized reports and model fire protection ordinances and building codes, the conduct of field surveys and investigation of fires of suspicious origin, the grading of municipal fire protection facilities and fire hazard conditions according to a standard schedule, and the recommendation of definite programs of improvement for local fire departments.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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FEDERAL FIRE COUNCIL

Established 1930

NAME AND ADDRESS OF AGENCY:
Federal Fire Council
Federal Works Agency
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Serves as official advisory agency in matters relating to protection of federal employees and property from fire.

SERVICES PROVIDED ON REQUEST:
Distributes reports and other informative material concerning standards, procedures, and surveys designed to safeguard life and property from the hazards of fire.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal, state, and local officials.

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INTERNATIONAL ASSOCIATION OF FIRE CHIEFS

Established 1873

NAME AND ADDRESS OF AGENCY:
International Association of Fire Chiefs
24 West 40th Street
New York, New York

TYPE OF AGENCY:
Membership consists of fire chiefs, firemen, and other persons interested in fire prevention, protection, and extinguishment.

MAJOR ACTIVITIES:
Seeks to improve work of fire departments by interchange of information and ideas.

SERVICES PROVIDED ON REQUEST:
Provides clearing house service for information on fire protection, fire prevention, and fire extinguishment; furnishes consulting service on preparation of fire training school courses and instruction manuals; publishes *News Letter,* monthly, and bulletins, texts, manuals and other material of value in promoting fire service training and efficiency.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Public officials concerned with fire protection.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Fred Shepperd, Headquarters Manager

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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NATIONAL BOARD OF FIRE UNDERWRITERS

Established 1866

NAME AND ADDRESS OF AGENCY:
National Board of Fire Underwriters
85 John Street
New York 7, New York

TYPE OF AGENCY:
A nonprofit association of stock fire insurance companies.

MAJOR ACTIVITIES:
Carries on educational, engineering, statistical, and public service activities in the field of fire insurance and fire precaution.

SERVICES PROVIDED ON REQUEST:
Conducts field surveys and makes recommendations for improvement of fire protection facilities of municipalities; grades municipal fire protection facilities and fire hazard conditions according to a standard schedule; publishes standards of fire prevention practice, fire prevention ordinances, building codes, and other bulletins and pamphlets on fire prevention; investigates fires of suspicious origin; maintains statistical records of fire losses; maintains research division; cooperates with other organizations in important matters within its sphere of activity.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal, state, and municipal governments and their responsible officials.

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Aims at making citizen participation in government as wide as possible.

SERVICES PROVIDED ON REQUEST:
Furnishes information about candidates and issues before elections; provides speakers to aid citizenship education; publishes *Action,* a bimonthly magazine; *Trends,* a weekly, summarizing the status of legislation in which the League is interested and giving an interpretation of current events; *Memos,* pamphlets giving background and analysis of subjects on the League program, issued when needed; *Briefs for Action,* issued when needed to summarize the current political status of a subject or a piece of legislation on which the League is active; *Broadsides,* single sheets containing important messages, designed for widespread distribution; *Tools and Guides,* pamphlets on specific problems and techniques, issued from time to time to help the members in their work; and *Letters from the National and State Presidents.*

CHARGES FOR SERVICES:
None, except for charges for publications.

SERVICES AVAILABLE TO:
Legislators; tbe Governor; state officials; local officials; officials of the school systems; civic groups; individual voters.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Mrs. Edward S. Parsons, Jr., President
Mrs. Joseph H. Lane, First Vice-President
Mrs. S. I. Showker, Second Vice-President
Mrs. Robert Lowry, Secretary
Miss Margaret McFarland, Treasurer

AFFILIATIONS:
National League of Women Voters.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; individual contributions.

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TENNESSEE TUBERCULOSIS ASSOCIATION (See XVI. Public Health)

XV. LIBRARIES

The establishment and improvement of libraries is encouraged by various forms of assistance offered by state and national agencies, both public and private. Research and clearing house activities are available on all phases of library services. Consultation is offered in both the professional and physical aspects of library management covering such matters as selection and purchase of reading materials, conduct of workshops for librarians, preparation of floor plans and specifications, and procedures concerning the maintenance of files, the repair and preservation of documents, and related problems.

National Agencies

AMERICAN LIBRARY ASSOCIATION
Established 1876

NAME AND ADDRESS OF AGENCY:
American Library Association
50 East Huron Street
Chicago 11, Illinois

TYPE OF AGENCY:
Membership consists of libraries, librarians, and others interested in library service.

MAJOR ACTIVITIES:
Promotes library interests throughout the world by encouraging the founding and improvement of libraries.

SERVICES PROVIDED ON REQUEST:
Undertakes research and field surveys; maintains advisory and information services concerning all phases of library service; accredits agencies for library training; publishes *Bulletin,* monthly, and numerous books and pamphlets.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal, state, and local government agencies and officials; community groups; individuals.

STAFF:
Size: 32
Names and Titles of Principal Officers and Staff Members:
Carl H. Milam, Executive Secretary, Chicago, Illinois
Paul Howard, Director of National Relations Office, Washington, D. C.
Frederick Cromwell, Director of International Relations Office, Washington, D. C.

AFFILIATIONS:
More than sixty other library associations.

SOURCES OF FINANCIAL SUPPORT:
Membership dues and endowment; revenues from publications; special grants.

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

ASSOCIATION OF AMERICAN COLLEGES (See XIV. Education)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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DIVISION OF SURVEYS AND FIELD SERVICES (See XIV. Education)

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INTERSTATE SCHOOL BUILDING SERVICE (See XIV. Education)

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LIBRARY OF CONGRESS

Established 1800

NAME AND ADDRESS OF AGENCY:
Library of Congress
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Provides library service for the Congress, other branches of the government, and the public at large.

SERVICES PROVIDED ON REQUEST:
Serves as the center of information, technical facilities, and specialized service for state and local library orgamizations.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local library organizations; the general public.

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NATIONAL ARCHIVES

Established 1934

NAME AND ADDRESS OF AGENCY:
National Archives
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Assembles, preserves, and makes available for use such noncurrent records of federal agencies as have sufficient value to warrant preservation.

SERVICES PROVIDED ON REQUEST:
Gives advice and information on procedures for keeping current files; repair and preservation of documents and maps; arrangement, filing, storage, reproduction, and servicing of photographs, motion pictures, and sound recordings; photography of documents including maps; and examination of questioned documents.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal agencies primarily; state agencies.

NATIONAL EDUCATION ASSOCIATION OF THE UNITED STATES (See XIV. Education)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

DIVISION OF INSTRUCTIONAL MATERIALS AND LIBRARY SERVICE

Established 1947

NAME AND ADDRESS OF AGENCY:
Division of Instructional Materials and Library Service
Department of Education
State of Tennessee
War Memorial Building
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Performs the duties of a central office coordinating instructional materials services and school, county, and regional library activities of the state in an attempt to make it possible for the school children and citizenry in all communities to be supplied with adequate reading material.

SERVICES PROVIDED ON REQUEST:
Improves library facilities for school children and adults through technical services; provides consultation; aids in the professional and physical aspects of library management; sends skilled personnel to act as regional librarians; advises on the selection and purchasing of reading materials; publishes the *Library Newsletter* (quarterly); provides for the supplementation of library funds of counties participating in the regional library system by the provision of books and professional services out of the Division's regional library service fund.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State officials; regional and county librarians; local library boards; county and municipal officials; officials of the school systems; home demonstration agents; professional groups, civic groups and other similar groups concerned with improvement of reading facilities for all citizens.

STAFF:
Size: 8
Names and Titles of Principal Officers and Staff Members:
A. B. Cooper, Director
Martha Parks, Regional Libraries Consultant
Louise Meredith, Supervisor of School Libraries

ASSOCIATION OF AMERICAN COLLEGES (See XIV. Education)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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DIVISION OF SURVEYS AND FIELD SERVICES (See XIV. Education)

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INTERSTATE SCHOOL BUILDING SERVICE (See XIV. Education)

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LIBRARY OF CONGRESS

Established 1800

NAME AND ADDRESS OF AGENCY:
Library of Congress
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Provides library service for the Congress, other branches of the government, and the public at large.

SERVICES PROVIDED ON REQUEST:
Serves as the center of information, technical facilities, and specialized service for state and local library organizations.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local library organizations; the general public.

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NATIONAL ARCHIVES

Established 1934

NAME AND ADDRESS OF AGENCY:
National Archives
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Assembles, preserves, and makes available for use such noncurrent records of federal agencies as have sufficient value to warrant preservation.

SERVICES PROVIDED ON REQUEST:
Gives advice and information on procedures for keeping current files; repair and preservation of documents and maps; arrangement, filing, storage, reproduction, and servicing of photographs, motion pictures, and sound recordings; photography of documents including maps; and examination of questioned documents.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal agencies primarily; state agencies.

NATIONAL EDUCATION ASSOCIATION OF THE UNITED STATES (See XIV. Education)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

DIVISION OF INSTRUCTIONAL MATERIALS AND LIBRARY SERVICE

Established 1947

NAME AND ADDRESS OF AGENCY:
Division of Instructional Materials and Libr ry Service
Department of Education
State of Tennessee
War Memorial Building
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Performs the duties of a central office coordinating instructional materials services and school, county, and regional library activities of the state in an attempt to make it possible for the school children and citizenry in all communities to be supplied with adequate reading material.

SERVICES PROVIDED ON REQUEST:
Improves library facilities for school children and adults through technical services; provides consultation; aids in the professional and physical aspects of library management; sends skilled personnel to act as regional librarians; advises on the selection and purchasing of reading materials; publishes the *Library Newsletter* (quarterly); provides for the supplementation of library funds of counties participating in the regional library system by the provision of books and professional services out of the Division's regional library service fund.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State officials; regional and county librarians; local library boards; county and municipal officials; officials of the school systems; home demonstration agents; professional groups, civic groups and other similar groups concerned with improvement of reading facilities for all citizens.

STAFF:
Size: 8
Names and Titles of Principal Officers and Staff Members:
A. B. Cooper, Director
Martha Parks, Regional Libraries Consultant
Louise Meredith, Supervisor of School Libraries

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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DIVISION OF UNIVERSITY EXTENSION (See XIV Education)

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TENNESSEE LIBRARY ASSOCIATION

Established 1902

NAME AND ADDRESS OF AGENCY:
Tennessee Library Association
c/o Peabody Library School
George Peabody College for Teachers
Nashville, Tennessee

TYPE OF AGENCY:
Private; nonprofit; composed largely of librarians on the public payroll.

MAJOR ACTIVITIES:
Promotes the improvement of library facilities available to the people of Tennessee.

SERVICES PROVIDED ON REQUEST:
Advises on the subject of library legislation and on the administration of existing library laws; studies the Tennessee phase of regional surveys conducted by the Tennessee Valley Library Council, a regional body, dedicated to aims similar to those of the Tennessee Library Association; publishes *Tennessee Libraries* at irregular intervals.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State legislators; state officials; members of the county courts; regional librarians; civic groups.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Mrs. Brainard Cheney, President, Nashville
Jean Lowrie, Secretary-Treasurer, Oak Ridge

AFFILIATIONS:
American Library Association; Southeastern Library Association.

SOURCES OF FINANCIAL SUPPORT:
Membership dues of $1 per year per member.

XVI. PUBLIC HEALTH

The primary sources of technical aid in the field of public health are federal and state governmental agencies, although some assistance is provided by quasi-public and private organizations. At the national level assistance is given to state and local health departments in establishing and maintaining adequate public health services. Such assistance includes physical rehabilitation programs for the disabled, the conduct of investigations and preparation of reports used as a basis for drafting comprehensive child health programs, and the promotion of industrial health and safety programs. The state assists its local units in establishing local health departments, provides workshops in public health education, furnishes various biological supplies on request, provides consultation to health officers in diagnosis and control of communicable diseases, furnishes X-ray clinics for tuberculosis; and makes available statistical data and reports on special problems.

National Agencies

AMERICAN HOSPITAL ASSOCIATION

Established 1898

NAME AND ADDRESS OF AGENCY:
American Hospital Association
18 East Division Street
Chicago 10, Illinois

TYPE OF AGENCY:
Membership consists of hospitals and members of hospital staffs.

MAJOR ACTIVITIES:
Conducts research and provides information on all phases of hospital administration.

SERVICES PROVIDED ON REQUEST:
Maintains library, service bureau, and hospital consultation service; issues research reports and special studies; publishes *Hospitals,* monthly ($3 per year), a journal in the field of hospital administration; *Trustee,* a journal for governing boards; and the annual *American Hospital Directory.*

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Member and non-member hospitals; state and local government agencies.

STAFF:
Size: 75
Names and Titles of Principal Officers and Staff Members:
George Bugbee, Executive Director

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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AMERICAN PSYCHIATRIC ASSOCIATION

Established 1844

NAME AND ADDRESS OF AGENCY:
American Psychiatric Association
Room 708, 9 Rockefeller Plaza
New York, New York

TYPE OF AGENCY:
Membership consists of physicians specializing in mental disease, a major proportion of whom are employed in governmentally supported institutions.
MAJOR ACTIVITIES:
Fosters study of all subjects pertaining to mental disease.
SERVICES PROVIDED ON REQUEST:
Gives advice and assistance on problems in its field in reply to specific inquiries; publishes *American Journal of Psychiatry,* monthly ($10 per year).
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Public agencies and officials; individuals with a professional interest in psychiatry.
STAFF:
Size: 4
Names and Titles of Principal Officers and Staff Members:
Austin M. Davies, Executive Assistant
AFFILIATIONS:
American Association for the Advancement of Science.
SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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AMERICAN PUBLIC HEALTH ASSOCIATION

Established 1872

NAME AND ADDRESS OF AGENCY:
American Public Health Association
1790 Broadway
New York, New York
TYPE OF AGENCY:
Membership consists of public health workers, about two-thirds of whom are officials of state and municipal health departments.
MAJOR ACTIVITIES:
Operates a program designed to protect and promote public and personal health.
SERVICES PROVIDED ON REQUEST:
Provides information, advice, and research on state and local health problems; publishes *American Journal of Public Health,* monthly ($5 per year); *Appraisal Form for Local Health Work; Communicable Disease Control; Standard Methods for the Examination of Water and Sewage; Standard Methods for the Examination of Dairy Products; Local Health Units for the Nation; Diagnostic Procedures and Reagents;* and reports on educational and professional qualifications of public health workers.
CHARGES FOR SERVICES:
None for informational services; charges for other services based on prevailing circumstances.
SERVICES AVAILABLE TO:
Any agency or community on request of health officer.

STAFF:
Size: 12
Names and Titles of Principal Officers and Staff Members:
Dr. Reginald M. Atwater, Executive Secretary
Dr. Carl E. Buck, Field Director
Frank B. Elder, Engineering Associate
Dr. Lillian D. Long, Associate Director, Merit System Unit
AFFILIATIONS:
Twenty-one state and regional health societies.
SOURCES OF FINANCIAL SUPPORT:
Membership dues; research grants; revenue from sale of advertising and publications.

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AMERICAN REHABILITATION COMMITTEE, INCORPORATED (See XIV. Education)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF NARCOTICS (See XI. Police Protection)

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CHILDREN'S BUREAU (See XVII. Public Welfare)

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DIVISION OF LABOR STANDARDS (See XVII. Public Welfare)

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FEDERAL HOSPITAL COUNCIL

Established 1946

NAME AND ADDRESS OF AGENCY:
Federal Hospital Council
Federal Security Agency
Washington, D. C.
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Advises on administration of the Federal Hospital Act of 1946.
SERVICES PROVIDED ON REQUEST:
Has prepared model state laws to implement the federal hospital act providing for grants to states for hospital construction.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local agencies and officials concerned with hospitals.

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FOOD AND DRUG ADMINISTRATION

Established 1931

NAME AND ADDRESS OF AGENCY:
Food and Drug Administration
Federal Security Agency
Washington 25, D. C.

Field Inspection Station for Tennessee:
Atlanta, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Enforces the Federal Food, Drug, and Cosmetic Act, the Import Tea Act, the Import Milk Act, the Federal Filled Milk Act, and the Federal Caustic Poison Act.

SERVICES PROVIDED ON REQUEST:
Provides for solution of technical and administrative problems relating to enforcement of food and drug laws through the Division of State Cooperation; commissions responsible state officials to conduct examinations and investigations as agents for the Federal Security Agency in enforcement of the Federal Food, Drug, and Cosmetic Act.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials enforcing food and drug laws.

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HOSPITAL BUREAU OF STANDARDS AND SUPPLIES, INCORPORATED (See VII. Purchasing)

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INSTITUTE OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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OFFICE OF VOCATIONAL REHABILITATION (See XIV. Education)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

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UNITED STATES PUBLIC HEALTH SERVICE
Established 1798

NAME AND ADDRESS OF AGENCY:
United States Public Health Service
Federal Security Agency
Washington 25, D. C.

District Medical Directors:
Richmond, Virginia
New Orleans, Louisiana

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Conducts research relating to physical and mental diseases, prevention of introduction of disease from abroad and spread of disease in the United States, dissemination of health information, and collection of vital statistics.

SERVICES PROVIDED ON REQUEST:
Assists state and local units of government in establishing and maintaining adequate public health services; publishes reports of vital statistics and of communicable diseases; publishes results of research; administers Congressional appropriations aiding states and their political subdivisions in the control of tuberculosis, venereal disease, and mental and nervous diseases, and in surveys of the needs for hospital facilities and for construction of such facilities; furnishes technical assistance in connection with the administration of federal grants for public health purposes.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local health departments; unofficial health agencies.

State Agencies

COORDINATOR OF PUBLIC HEALTH EDUCATION (See XIV. Education)

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DEPARTMENT OF PUBLIC HEALTH EDUCATION (See XIV. Education)

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DIVISION OF HEALTH EDUCATION (See XIV. Education)

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DIVISION OF LABORATORIES
Established 1924

NAME AND ADDRESS OF AGENCY:
Division of Laboratories
Department of Public Health
State of Tennessee
420 Sixth Avenue North
Nashville 3, Tennessee

Branch Offices:
874 Union Avenue, Memphis
Health Department Building, Jackson
420 Sixth Avenue North, Nashville
City Hall, Chattanooga
309 Market Street, Knoxville
East Tennessee State College, Johnson City

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Performs laboratory tests, isolations of pathogenic organisms, and serodiagnostic tests of various kinds, as an aid to the medical profession in diagnosis of disease, in case finding, and in identifying carriers of pathogenic organisms such as typhoid carriers; performs bacteriological examinations of milk and water samples as indicated by the Division of Sanitary Engineering in accord with local ordinances and regulations recommended by the United States Public Health Service; makes bacteriological analyses of food, water, and

milk supplies where these may be incriminated as probable avenues of infection in local outbreaks of certain diseases.

SERVICES PROVIDED ON REQUEST:
Furnishes various biological supplies to counties having full-time health departments and to physicians in counties without full-time health departments.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Local health departments; local officials; public health nurses; physicians.

STAFF:
Size: 50
Names and Titles of Principal Officers and Staff Members:
Dr. George M. Cameron, Director, Nashville
E. C. Link, Director, Memphis
Mattie Pearl Henderson, Director, Jackson
L. V. Smith, Director, Chattanooga
Alton M. McKissick, Director, Knoxville
E. J. Bernarde, Director, Johnson City

SOURCES OF FINANCIAL SUPPORT:
State and municipal appropriations; federal grants.

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DIVISION OF PREVENTABLE DISEASES

Established 1928

NAME AND ADDRESS OF AGENCY:
Division of Preventable Diseases
Department of Public Health
State of Tennessee
419 Seventh Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Operates mainly through four special services which deal with acute communicable disease control, industrial hygiene, malaria control, and venereal disease control; works on the investigation and control of other diseases borne by animals and insects, on pneumonia control, and on the control of intestinal parasites.

SERVICES PROVIDED ON REQUEST:
Furnishes a consultative service to physicians and health officers in the diagnosis of communicable diseases; assists local health officers in the control of endemic and epidemic diseases; assists local health departments in venereal disease case-finding; provides hospitalization and treatment of early syphilis cases in the East Tennessee Medical Center at Chattanooga and the West Tennessee Medical Center at Memphis; furnishes consultant medical, nursing, and engineering services to industry in industrial hygiene problems including plant environmental sanitation; assists local areas with high incidence of malaria through control of mosquitoes by D. D. T. premise spray-

ing; distributes immunizing agents to health departments and physicians; provides an educational service to local areas through the distribution of pamphlets, the loan of motion picture films, and similar materials.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Local officials; officials of the school systems; civic groups.

STAFF:
Size: 20
Names and Titles of Principal Officers and Staff Members:
Dr. C. B. Tucker, Director, Division of Preventable Diseases
J. L. Church, Jr., Director, Malaria Control Service
Dr. Harry H. Hudson, Director, Industrial Hygiene Service

SOURCES OF FINANCIAL SUPPORT:
State appropriations; funds from the United States Public Health Service; contributions from the counties with full-time departments on a quota basis.

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DIVISION OF SANITARY ENGINEERING

Established 1921

NAME AND ADDRESS OF AGENCY:
Division of Sanitary Enigneering
Department of Public Healtb
State of Tennessee
420 Sixth Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Helps in preventing and controlling the spread of disease through the supervision of and advice given in regard to environmental conditions having an effect on public health and welfare; serves as the administrative agency of the Stream Pollution Control Board, an agency made up of the Commissioners of Public Health, Conservation, and Agriculture, and four other members appointed by the governor.

SERVICES PROVIDED ON REQUEST:
Makes routine visits and special visits upon reques t,stimulating improvements in the systems of water supply; gives advice on sewage treatment and water supply on the basis of laboratory tests; gives advice to cities and industrial establishments, whose waste disposal system falls below standards, on how to improve their methods; cooperate with The University of Tennessee in setting up schools for water-workers; gives assistance to local officials in the duty of inspecting their milk supply; advises local health departments on all sanitary problems.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Local officials; civic groups; industrialists.

STAFF:
Size: 8
Names and Titles of Principal Officers and Staff Members:
R. P. Farrell, Director
J. Wiley Finney, Jr., Principal Sanitary Engineer
Willis H. Lewis, Principal Sanitary Engineer
S. Leary Jones, Principal Sanitary Engineer

AFFILIATIONS:
Stream Pollution Control Board.

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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DIVISION OF TUBERCULOSIS CONTROL

Established 1939

NAME AND ADDRESS OF AGENCY:
Division of Tuberculosis Control
Department of Public Health
State of Tennessee
Ben Allen Road
Nashville 7, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Operates a field X-ray case-finding service; conducts research; provides hospitalization service; engages in educational activities; operates two small hospitals in Greeneville and Nashville, admitting selected cases for collapse therapy, or for diagnostic study, for short periods; provides limited financial assistance for hospitalization of patients in hospitals other than state hospitals; operates pneumothorax clinics in various localities.

SERVICES PROVIDED ON REQUEST:
Provides X-ray clinics in counties with full-time health departments at regularly scheduled intervals, in other counties by special arrangement; makes mass surveys of general population, industrial, high school, and other groups; refers hospitalized patients to clinics or to private physicians for further treatment.

CHARGES FOR SERVICES:
No charge is made for X-ray examinations in field clinics, or for services in pneumothorax clinics. The patient or the person legally liable for his support is required to pay all or part of the daily hospital rate in state hospitals, provided such payment does not materially affect his reasonable living standard. If the patient is certified as being unable to pay any part of the daily rate, he may be admitted without charge. For hospital care in hospitals other than state tuberculosis hospitals, the state will pay $1.50 per day, the balance of the hospital rate being paid by local agencies. The maximum period of state aid at the present time is 120 days.

SERVICES AVAILABLE TO:
Residents of the state.

STAFF:
Size: 33
Names and Titles of Principal Officers and Staff Members:
Dr. R. S. Gass, Director
Dr. E. F. Harrison, Assistant Director
Dr. W. W. Hubbard, Director, Hospital Service

SOURCES OF FINANCIAL SUPPORT:
State and federal appropriations; funds contributed by the Rockefeller Foundation.

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LOCAL HEALTH SERVICE

Established 1927

NAME AND ADDRESS OF AGENCY:
Local Health Service
Division of Central Administration
Department of Public Health
State of Tennessee
420 Sixth Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Helps local units throughout the state to develop adequate service in all phases of public health.

SERVICES PROVIDED ON REQUEST:
Provides consultant services for the use of local health departments, consisting of administration, medical, nursing, sanitation, nutrition, dental, clerical, statistical, and other very specialized services needed by local health departments; provides skilled personnel; furnishes aid to teachers in the form of pamphlets and outlines; participates in teachers' workshops; holds individual conferences and "Four-way Child Health Conferences," involving doctors, dentists, nutritionists, and nurses; presents films and lecturers; sets up emergency hospitals which it staffs with doctors and nurses in the event of the outbreak of an epidemic.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Foreign public health officials; state and local officials; officials of the school systems; civic groups.

STAFF:
Size: 30
Names and Titles of Principal Officers and Staff Members:
Dr. Monroe F. Brown, Director, Local Health Service; Acting Director, Maternal and Child Health; Acting Director, Emergency Maternity and Infant Care Program
Miss Frances Hagar, Director, Public Health Nursing
Dr. A. B. Shipley, Acting Director, Field Technical Staff
Dr. C. L. Sebelius, Director, Dental Hygiene Service
Miss Jana Jones, Co-Director, Nutrition Service
Miss Frances N. Shoun, Co-Director, Nutrition Service

SOURCES OF FINANCIAL SUPPORT:
State appropriations; federal grants.

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STATISTICAL SERVICE

Established 1929

NAME AND ADDRESS OF AGENCY:
Statistical Service
Division of Central Administration
Department of Public Health
State of Tennessee
420 Sixth Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Serves as the analytical and informational branch of the Department of Public Health; acts as a source of consultant services to that department and other agencies.

SERVICES PROVIDED ON REQUEST:
Tabulates and analyzes the statistical data and the research material collected by the divisions of the State Department of Public Health as well as in other special studies and projects; serves on committees and acts as consultant with authorities on public health throughout the nation and the world; publishes annual *Vital Statistics Bulletin* and annual *Morbidity Statistics Bulletin*, pamphlets, and papers.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Foreign, federal, state, and local officials; physicians and other individuals.

STAFF:
Size: 18
Names and Titles of Principal Officers and Staff Members:
Dr. Ruth R. Puffer, Director
Ann Dillon, Senior Statistician

SOURCES OF FINANCIAL SUPPORT:
State appropriations; federal grants.

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TENNESSEE PUBLIC HEALTH ASSOCIATION

Established 1939

NAME AND ADDRESS OF AGENCY:
Tennessee Public Health Association
c/o Local Health Service
Tennessee Department of Public Health
420 Sixth Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes and protects public and personal health in Tennessee.

SERVICES PROVIDED ON REQUEST:
Serves as a channel through which information, opinions, and suggestions can be exchanged between members of the Tennessee Department of Public Health, local health departments, non-official agencies, and private individuals.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State, local, official, and non-official agencies interested in public health.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Mr. Dick C. Thompson, President, Nashville
Dr. Monroe F. Brown, Secretary-Treasurer, Nashville

AFFILIATIONS:
American Public Health Association.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED

(See V. Taxation and Revenue)

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TENNESSEE TUBERCULOSIS ASSOCIATION

Established 1912

NAME AND ADDRESS OF AGENCY:
Tennessee Tuberculosis Association
405 Chamber of Commerce Building
Nashville 3, Tennessee

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes the education of the people of the state in regard to health problems, primarily tuberculosis, and the necessary activities to control them; encourages appropriations for health programs.

SERVICES PROVIDED ON REQUEST:
Works through local associations which make grants to governmental agencies for the inauguration of new activities in the local health field; purchases mobile X-ray equipment and donates or loans such equipment to public health departments; emphasizes educational activities in regard to public health and tuberculosis control; issues an *Annual Report* and bimonthly *Newsletter*.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
The general public; state and local health agencies.

STAFF:
Size: 5
Names and Titles of Principal Officers and Staff Members:
Stanford Herron, President, Jackson
J. P. Kranz, Executive Secretary, Nashville

AFFILIATIONS:
National Tuberculosis Association.

SOURCES OF FINANCIAL SUPPORT:
Christmas seals.

XVII. PUBLIC WELFARE

State and local administration of public welfare programs is supplemented by technical services relating to the improvement of race relations, rehabilitation of the disabled, programs for the blind, safety codes for labor and industry, parole and probation, reemployment of veterans and war workers, working conditions for women, and special child welfare programs. Technical advice and assistance is provided through surveys of needs and the development and effective administration of adequate public welfare machinery to meet those needs. States are aided in the administration of the social security program, in compliance with the merit system requirements, and in drafting constructive accounting services for public assistance programs.

National Agencies

AMERICAN COUNCIL ON RACE RELATIONS

Established 1944

NAME AND ADDRESS OF AGENCY:
American Council on Race Relations
4901 Ellis Avenue
Chicago 15, Illinois

TYPE OF AGENCY:
Private service agency in race relations.

MAJOR ACTIVITIES:
Encourages cooperation among national, state, and local race relations agencies, public and private; compiles and disseminates data on techniques for dealing with race relations problems.

SERVICES PROVIDED ON REQUEST:
Provides inquiry service to agencies and to interested individuals; makes regular reports on minority groups' problems and on the programs and activities of race relations agencies through publications and special reports; provides consultation and advisory services through correspondence and through national and regional conferences of local, state, and national race relations agencies; gives aid in planning and in execution of surveys, in evaluation of programs, and in preparation of plans for race relations organizations; supplies manuals, fact sheets, and digests on race relations problems for use of operating agencies and directory service on programs, personnel, and services of race relations agencies; maintains library service, including selected current bibliographies, reference service, and loan library materials for agencies on race relations and minority group problems; operates a personnel exchange providing agencies and communities with records of qualified personnel.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
National, state, and local government agencies; private race relations agencies; agencies interested in functional fields of housing, employment, health, welfare, and education.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Louis Wirth, President
Louis E. Hosch, Executive Assistant
Robert C. Weaver, Consultant

SOURCES OF FINANCIAL SUPPORT:
Voluntary contributions of foundations; race relations agencies; industries; labor organizations; other interested organizations and individuals.

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AMERICAN FOUNDATION FOR THE BLIND, INCORPORATED

Established 1921

NAME AND ADDRESS OF AGENCY:
American Foundation for the Blind, Incorporated
15 West 16th Street
New York, New York

TYPE OF AGENCY:
An endowed national organization promoting the interests of the blind.

MAJOR ACTIVITIES:
Carries on a program covering all phases of work for the blind.

SERVICES PROVIDED ON REQUEST:
Supplies advice and the service of field agents concerning work for the blind; develops appliances such as the braille typewriter, the Talking Book, and many others; publishes *Outlook for the Blind and the Teachers Forum* in braille and inkprint, *Talking Book Topics* in inkprint and recorded form, and *The Braille Book Review* in braille; also publishes books and pamphlets of professional interest.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local organizations.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Robert B. Irwin, Executive Director

AFFILIATIONS:
American Foundation for Overseas Blind; National Industries for the Blind.

SOURCES OF FINANCIAL SUPPORT:
Income from endowment; membership dues; donations.

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AMERICAN PSYCHIATRIC ASSOCIATION (See XVI. Public Health)

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AMERICAN PUBLIC WELFARE ASSOCIATION

Established 1930

NAME AND ADDRESS OF AGENCY:
American Public Welfare Association
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of state and local welfare departments and persons engaged in public welfare work.

MAJOR ACTIVITIES:
Seeks to develop and maintain high standards in public welfare work; fosters cooperation between federal, state, and local welfare agencies.

SERVICES PROVIDED ON REQUEST:
Furnishes technical advice and assistance in the development of adequate public welfare machinery and effective administration; publishes *Public Welfare,* monthly ($4 per year), and special reports and bulletins.

CHARGES FOR SERVICES:
None to members.

SERVICES AVAILABLE TO:
State, county, and city welfare departments.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Howard L. Russell, Director
Russell P. Drake, Assistant Director
Bess Craig, Consultant on Services to Children
Guy R. Justis, Administrative Consultant and Editor of *Public Welfare*
Ella W. Reed, Consultant on Professional Services
Elizabeth Wickenden, Washington Representative

SOURCES OF FINANCIAL SUPPORT:
Membership dues; contributions.

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AMERICAN REHABILITATION COMMITTEE, INCORPORATED

(See XIV. Education)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

(See I. Governmental Organization)

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BROOKINGS INSTITUTION

(See I. Governmental Organization)

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BUREAU OF NARCOTICS

(See XI. Police Protection)

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CHILD WELFARE LEAGUE OF AMERICA, INCORPORATED

Established 1920

NAME AND ADDRESS OF AGENCY:
Child Welfare League of America, Incorporated
130 East 22nd Street
New York, New York

TYPE OF AGENCY:
A federation of voluntary and public child-caring agencies and institutions including supervisory, educational, and operating public departments.

MAJOR ACTIVITIES:
Promotes improved child welfare programs among child-placing services, children's institutions, adoption agencies, child protective services, day care services including day nurseries, and other services to children in their own homes.

SERVICES PROVIDED ON REQUEST:
Provides field service and information and consulting services; conducts surveys of child welfare needs and recommends programs; formulates standards for child welfare programs; publishes the *Bulletin* monthly, and pamphlets and special reports.

CHARGES FOR SERVICES:
Membership dues only to members; to non-members on a consultative cost basis.

SERVICES AVAILABLE TO:
State, local, and private welfare agencies and community groups.

STAFF:
Size: 7
Names and Titles of Principal Officers and Staff Members:
Howard W. Hopkirk, Executive Director, Director of Surveys, Institutional Consultant
Spencer H. Crookes, Assistant Executive Director
Ernest H. Cole, Extension Director
Lawrence P. McDonough, Public Relations and Finance
Margaret Reeves, Public Welfare Consultant
Henrietta L. Gordon, Publications and Information Services Editor
Mary C. Keeley, Consultant, Training Programs and Institutes
Alice T. Dashiell, Consultant, Day Care Programs

AFFILIATIONS:
National Social Welfare Assembly; National Conference of Social Work; National Publicity Council; National Information Bureau.

SOURCES OF FINANCIAL SUPPORT:
Dues based on member agencies' gross expenditures; contributions derived from a limited number of special gifts campaigns.

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CHILDREN'S BUREAU

Established 1912

NAME AND ADDRESS OF AGENCY:
Children's Bureau
Federal Security Agency
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Investigates and reports on all matters related to child life; promotes child health, social welfare, education, and protection from harmful conditions.

SERVICES PROVIDED ON REQUEST:
Makes studies, compiles statistics, develops standards, gives advisory service, and issues publications on various phases of child welfare and development problems; administers grants to states for improving health services for mothers and children, for improving

services for crippled children, and for extending public welfare services for the protection of homeless, dependent, and neglected children; gives advisory and consultant service and assists in the development of plans and programs in the administration of these grants.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State health and welfare agencies.

* * *

DIVISION OF LABOR STANDARDS

Established 1934

NAME AND ADDRESS OF AGENCY:
Division of Labor Standards
United States Department of Labor
Washing on 25, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Assists state labor departments and state officials, and labor, employer, and civic groups interested in improvement of labor conditions.

SERVICES PROVIDED ON REQUEST:
Gives technical assistance in drafting labor bills and in establishing standards for administration of labor laws; assists in preparation of state industrial safety codes, gives advice and service in promoting standards of safety and health, state-wide accident prevention programs, and extension of labor education standards.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State labor departments; state officials.

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FOOD AND DRUG ADMINISTRATION (See XVI. Public Health)

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INSTITUTE OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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NATIONAL BUREAU OF STANDARDS (See VII. Purchasing)

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NATIONAL PROBATION AND PAROLE ASSOCIATION, INCORPORATED (See XVIII. Correctional Institutions and Probation)

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OFFICE OF VOCATIONAL REHABILITATION (See XIV. Education)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

RETRAINING AND REEMPLOYMENT ADMINISTRATION (See XXIX. Veterans' Affairs).

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SOCIAL SECURITY ADMINISTRATION

Established 1935

NAME AND ADDRESS OF AGENCY:
Social Security Administration
Federal Security Agency
Washington, D. C.
Regional Office for Tennessee:
441 West Peachtree Street
Atlanta 3, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers federal old-age insurance; approves state laws and plans for unemployment insur ance old-age assistance, aid to dependent children and to the blind, and child welfare services; determines grants to states for administering such laws.

SERVICES PROVIDED ON REQUEST:
Assists state agencies administering programs under its jurisdiction to conform to the merit system requirements of the Social Security Act and to achieve maximum efficiency in the operation of personnel programs; furnishes constructive accounting services to state public assistance agencies; assists state agencies in planning and developing informational activities.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State public assistance agencies.

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SOUTHERN REGIONAL COUNCIL

Established 1944

NAME AND ADDRESS OF AGENCY:
Southern Regional Council
63 Auburn Avenue, N. E.
Atlanta 3, Georgia

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Works for improvement of economic, civic, and racial conditions in the South.

SERVICES PROVIDED ON REQUEST:
Serves as clearing house for information on the Negro, race relations, social, civic, and economic conditions in the South; conducts research and surveys to determine the facts and the state of public opinion as a basis for sound social action; provides consultative services to communities wishing to make surveys of local conditions with a view to improving services for all the people through sound community action; provides c nsultative services to private and of-

ficial agencies and cooperates with local, state, and regional groups interested in southern progress; maintains state and local divisions and affiliates which work on specific community and state problems; investigates incidents of injustice and violence; publishes and distributes pamphlets on the Negro and social, civic, and economic conditions in the South.

CHARGES FOR SERVICES:
None except for publication charges, based on cost of printing and mailing.

SERVICES AVAILABLE TO:
State and local governments; state and local citizen groups; churches; schools; clubs; newspapers; businessmen; clubwomen; other interested citizens.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
George S. Mitchell, Director
Mrs. Agnes McKoy, Secretary-Treasurer
Harold C. Fleming, Director of Information

SOURCES OF FINANCIAL SUPPORT:
General Education Board; Julius Rosenwald Fund; Phelps-Stokes Fund; Division of Home Missions and Church Extension, Woman's Division of the Christian Service, and the Board of Education of the Methodist Church; Catholic Committee of the South; Committee on Woman's Work of the Presbyterian Church of the United States; the Protestant Episcopal Church, Province of Sewanee; membership dues; contributions.

* * *

OUTHERN RURAL LIFE COUNCIL

NAME AND ADDRESS OF AGENCY:
Southern Rural Life Council
George Peabody College for Teachers
Nashville 4, Tennessee

TYPE OF AGENCY:
A nonprofit service agency sponsored by George Peabody College for Teachers, Scarritt College, Vanderbilt University, and Fisk University.

MAJOR ACTIVITIES:
Holds annual conference; cooperates with state, county, and local agencies and institutions in sponsoring workshops and conferences for groups interested in the improvement of rural life.

SERVICES PROVIDED ON REQUEST:
Serves as a clearing house for ideas and materials bearing on rural life; keeps records of community programs and agencies operating for the improvement of rural life; promotes the organization of state and local councils; assists in the development of community programs; grants scholarships to potential rural leaders.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Individuals and groups interested in the improvement of rural life.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
John E. Brewton, Director

AFFILIATIONS:
Division of Surveys and Field Services, Peabody College.

SOURCES OF FINANCIAL SUPPORT:
General Education Board; the four sponsoring institutions.

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

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WOMEN'S BUREAU

Established 1920

NAME AND ADDRESS OF AGENCY:
Women's Bureau
United States Department of Labor
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Formulates standards and policies for promoting the welfare of wage-earning women.

SERVICES PROVIDED ON REQUEST:
Makes studies designed to give information on the trend of employment of women, demand for and supply of women workers, wages, and conditions of work; makes analyses and recommendations on existing and proposed laws and regulations concerning women workers.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State administrative and legislative officials; the general public.

State Agencies

DEPARTMENT OF PUBLIC WELFARE

Established 1939

NAME AND ADDRESS OF AGENCY:
Department of Public Welfare
State of Tennessee
204 State Office Building
Nashville 3, Tennessee

Regional Offices:
Athens, Chattanooga, Columbia, Cookeville, Dresden, Jackson, Johnson City, Knoxville, Memphis, Nashville, Springfield.

County Offices:
Usually located in county seats.

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Administers public assistance programs, including old age assistance, aid to dependent children, and aid to the blind, and the child welfare service programs provided under the federal Social Security Act; administers services for the blind, including vocational rehabilitation of the blind, sight conservation service, and other services; supervises public and private child-caring institutions and agencies; administers all welfare services provided under state law; administers Confederate pension laws.

SERVICES PROVIDED ON REQUEST:
Prepares social studies on individual families or on a broader basis; cooperates with county courts in placing children in foster homes and for adoption, and with the Crippled Children's Service of the Tennessee Department of Public Health in the placement of crippled children; participates in The University of Tennessee Workshop on the Exceptional Child; cooperates with the Federal Office of Vocational Rehabilitation in training and rehabilitation of blind persons; publishes the *Tennessee Public Welfare Record* and *Statistics* monthly, informational pamphlets and procedural manuals, and an *Annual Report*.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials; officials of the school systems; social workers' organizations; other public and private organizations.

STAFF:
Size: 407
Names and Titles of Principal Officers and Staff Members:
William A. Shoaf, Commissioner
Mildred Stoves, Director, Division of Public Assistance
Edna Hughes, Director, Division of Child Welfare
J. A. Moore, Director, Division of Services for the Blind
Lorene Steinhauer, Director, Division of Confederate Pensions
Edith Elmore, Director, Division of Field Service
Bess Blake, Director, Division of Administrative Services
Mary Frances Roberts, Director, Division of Research and Statistics
H. B. Moore, Director of Accounts and Records
Jean N. Johnson, Informational Representative and Editor, *Tennessee Public Welfare Record*

SOURCES OF FINANCIAL SUPPORT:
Federal grants; state and local appropriations; private donations.

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STATE CONFERENCE OF SOCIAL WORK

Established 1915

NAME AND ADDRESS OF AGENCY:
State Conference of Social Work
c/o Division of Public Assistance
Tennessee Department of Public Welfare
204 State Office Building
Nashville 3, Tennessee

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes better welfare services through the sponsorship of needed legislation, particularly on the state level, and the improvement of in-service training through conferences and publications.

SERVICES PROVIDED ON REQUEST:
Acts as a clearing house for information on state and local welfare programs; gives consultative services to the legislature and to state agencies such as the Tennessee Departments of Public Welfare, Institutions, and Public Health; drafts bills or ordinances through its committees; provides speakers and forums for welfare groups.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Legislators; state and local officials; private welfare agencies; civic groups.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Mildred Stoves, President, State Department of Public Welfare, Nashville
Catherine McDougal, Vice-President, Kennedy General Hospital, Memphis

AFFILIATIONS:
American Public Welfare Association; National Council of State Welfare Commissioners.

SOURCES OF FINANCIAL SUPPORT:
Individual membership dues; collective membership dues paid by agencies; individual contributions for specific purposes.

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TENNESSEE COMMUNITY SERVICES COUNCIL (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XVIII. CORRECTIONAL INSTITUTIONS AND PROBATION

Assistance in the improvement of correctional institutions and development of probation standards is available chiefly from private organizations. Studies are made of the methods of detention, probation, and parole and of crime and delinquency prevention. State-wide and local surveys are made of courts, probation systems, and juvenile detention facilities. Regional and nation-wide surveys are conducted on prisons, adult reformatories, institutions for juvenile delinquents, parole, and other correctional work. Various organizations cooperate with responsible officials and agencies in the promotion of approved correctional programs. Summaries of juvenile court and adult probation laws and specialized pamphlets are published.

National Agencies

BROOKINGS INSTITUTION (See I. Governmental Organization)

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COUNCIL OF STATE GOVERNMENTS (See I. Governmental Organization)

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NATIONAL PROBATION AND PAROLE ASSOCIATION, INCORPORATED

Established 1907

NAME AND ADDRESS OF AGENCY:
National Probation and Parole Association, Incorporated
1790 Broadway
New York 19, New York

TYPE OF AGENCY:
Membership consists of probation and parole officers and other interested persons.

MAJOR ACTIVITIES:
Studies methods of detention, probation and parole, and crime and delinquency prevention; advocates extension of probation and parole systems.

SERVICES PROVIDED ON REQUEST:
Conducts state-wide and local surveys of courts, probation systems, and juvenile detention facilities; offers technical information and advice concerning problems of probation and parole and juvenile and domestic relations courts; conducts training institutes for probation officers; publishes *Probation,* bimonthly ($1 per year), *National Directory of Probation Officers* ($2), summaries of juvenile court and adult probation laws, and various pamphlets.

CHARGES FOR SERVICES:
Local contributions toward costs of full surveys required.

SERVICES AVAILABLE TO:
State and local agencies and officials; citizen groups concerned with probation and parole problems.

STAFF:
Size: 24
Names and Titles of Principal Officers and Staff Members:
Charles L. Chute, Executive Director
Will C. Turnbladh, Assistant Executive Director
Frederick Ward, Southern Director

SOURCES OF FINANCIAL SUPPORT:
Membership dues; contributions.

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THE OSBORNE ASSOCIATION, INCORPORATED

Established 1932

NAME AND ADDRESS OF AGENCY:
The Osborne Association, Incorporated
114 East 30th Street
New York 16, New York

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes effective methods of dealing with juvenile delinquents and adult criminals.

SERVICES PROVIDED ON REQUEST:
Conducts regional and nation-wide surveys of prisons, adult reformatories, and institutions for juvenile delinquents, and special surveys of parole and other phases of correctional work; advises and cooperates with responsible officials and agencies in promotion of approved correctional programs; publishes pamphlets concerning correctional problems, such as *Handbook of American Prisons and Reformatories* and *Handbook of American Institutions for Delinquent Juveniles.*

CHARGES FOR SERVICES:
None for general surveys or consultative services; reimbursement of traveling expenses required if officials or agencies requesting special services have available funds.

SERVICES AVAILABLE TO:
State, federal, and local agencies and officers engaged in law enforcement and correction work.

STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
Austin H. MacCormick, Executive Director
Robert R. Hannum, Director of Vocational Placement
James F. Dooling, Assistant to Executive Director

AFFILIATIONS:
American Prison Association; National Conference of Social Work.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; individual contributions; foundation grants.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

State Agencies

TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XIX. NATURAL RESOURCES

The conservation and efficient administration of the natural resources of the nation are promoted by many agencies, chief of which are those of the federal and state governments. Technical assistance is provided in the application of sound forest management practices and the maintenance of organized protection of forest lands against fire. Consultation and advisory services are furnished to assist in the solution of wildlife and fishery problems confronting public agencies administering land and water properties. Federal agencies cooperate with state conservation departments in enforcing game laws, distributing planting stock, applying tested soil and water conservation practices, and effecting flood control measures. Detailed studies are made of geologic phenomena which affect areas under the jurisdiction of local governments.

National Agencies

THE AMERICAN FORESTRY ASSOCIATION

Established 1875

NAME AND ADDRESS OF AGENCY:
The American Forestry Association
919 17th Street, N. W.
Washington 6, D. C.

TYPE OF AGENCY:
Membership consists of individuals interested in forestry and conservation.

MAJOR ACTIVITIES:
Carries on educational program designed to further conservation of American forests.

SERVICES PROVIDED ON REQUEST:
Cooperates with and assists all organizations promoting conservation in the public interest; cooperates with and assists organizations in specialized forestry studies; publishes *American Forests*, monthly ($5 per year).

CHARGES FOR SERVICES:
None except as special projects may require mutual financing with organization for which study is being made.

SERVICES AVAILABLE TO:
State and local government agencies and officials.

STAFF:
Size: 7 (varies with project undertakings)
Names and Titles of Principal Officers and Staff Members:
Ovid Butler, Executive Director
Joseph F. Kaylor, Assistant Executive Director
A. G. Hall, Forester

SOURCES OF FINANCIAL SUPPORT:
Membership dues; special contributions; sale of publications.

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AMERICAN INSTITUTE OF PARK EXECUTIVES (See XXII. Parks and Recreation)

BUREAU OF AGRICULTURAL ECONOMICS (See XX. Economic and Industrial Development)

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BUREAU OF MINES (See XX. Economic and Industrial Development)

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DIVISION OF SURVEYS AND FIELD SERVICES (See XIV. Education)

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FISH AND WILDLIFE SERVICE

Established 1940

NAME AND ADDRESS OF AGENCY:
Fish and Wildlife Service
United States Department of the Interior
222 North Bank Drive
Chicago 54, Illinois
Regional Office for Tennessee:
Atlanta, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Promotes conservation of fish and wildlife resources through research, management, and law enforcement activities.

SERVICES PROVIDED ON REQUEST:
Provides consultation and advisory services to assist in the solution of wildlife and fishery problems confronting public agencies administering lands and waters; supplies fish for stocking public waters and farm ponds; supplies technical advice on control of injurious rodents; studies and reports effects on fishery and wildlife resources of water impoundments proposed or constructed by U. S. Engineers and other agencies; cooperates with state departments in enforcement of game laws.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials; agencies concerned with fish and wildlife administration.

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FOREST SERVICE

Established 1905

NAME AND ADDRESS OF AGENCY:
Forest Service
United States Department of Agriculture
Washington 25, D. C.
Regional Office for Tennessee:
Glenn Building
Atlanta, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Promotes conservation and best use of the nation's forest lands.

SERVICES PROVIDED ON REQUEST:
Provides technical assistance in the application of sound forest management practices and in the maintenance of organized protection of forest lands against fire; cooperates with states in the distribution of planting stock and in programs designed to stimulate development, proper administration, and management of publicly owned forest lands.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local agencies; officials concerned with forestry administration.

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GEOLOGICAL SURVEY

Established 1879

NAME AND ADDRESS OF AGENCY:
Geological Survey
United States Department of the Interior
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Prepares and publishes reports on the geology and mineral and water resources of the nation.

SERVICES PROVIDED ON REQUEST:
Makes ground and surface water surveys; does topographical mapping for state and local agencies.

CHARGES FOR SERVICES:
Contractual arrangement specifying charges required.

SERVICES AVAILABLE TO:
State and local governmental agencies.

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OFFICE OF EXPERIMENT STATIONS (See XIV. Education)

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REGIONAL MATERIALS SERVICE (See XIV. Education)

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SOCIETY OF AMERICAN FORESTERS

Established 1900

NAME AND ADDRESS OF AGENCY:
Society of American Foresters
Mills Building
Washington 6, D. C.

TYPE OF AGENCY:
Organization of professionally educated foresters practicing in the United States and Canada.

MAJOR ACTIVITIES:
Promotes the science, practice, and standards of forestry in America through meetings, publications, and research projects.

SERVICES PROVIDED ON REQUEST:
Conducts research in forestry problems; develops standards in forestry education; cooperates in special studies of state forestry administration; publishes *Journal of Forestry*, monthly ($6 per year).

CHARGES FOR SERVICES:
None ordinarily; reimbursement of a portion of cost of special studies often required.

SERVICES AVAILABLE TO:
State and local agencies and officials concerned with forestry administration.

STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
Henry Clepper, Executive Secretary

AFFILIATIONS:
American Association for Advancement of Science; National Research Council; Charles Lathrop Pack Forestry Foundation (on state forestry surveys).

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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SOIL CONSERVATION SERVICE

Established 1935

NAME AND ADDRESS OF AGENCY:
Soil Conservation Service
United States Department of Agriculture
Washington, D. C.
Regional Office for Tennessee:
Spartanburg, South Carolina

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Seeks to aid in bringing about physical adjustments in land use that will better human welfare, conserve natural resources, establish a permanent and balanced agriculture, and reduce the hazards of floods and sedimentation.

SERVICES PROVIDED ON REQUEST:
Provides technicians to help in applying more than 50 carefully tested soil and water conservation practices, such as contouring, strip cropping, terracing, farm drainage and irrigation improvements.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State soil conservation districts.

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TENNESSEE VALLEY AUTHORITY

Established 1933

NAME AND ADDRESS OF AGENCY:
Tennessee Valley Authority
New Sprankle Building
Knoxville, Tennessee

TYPE OF AGENCY:
Federal corporation.

MAJOR ACTIVITIES:
Carries on program of regional resource development in the Tennessee Valley area designed to restore soils and control water on the land, to promote the utilization and conservation of other natural resources, and to develop the Tennessee River and its tributaries in the interest of navigation, flood control, and the generation and disposition of hydroelectric power.

SERVICES PROVIDED ON REQUEST:
Cooperates with other national, state, and local agencies and institutions in specific activities related to the program of regional development by providing technical assistance in engineering, planning, economic development, and administration so that the fullest measure of effectiveness can be achieved.

CHARGES FOR SERVICES:
None ordinarily.

SERVICES AVAILABLE TO:
State agencies, generally, and through them to local agencies; sometimes directly to local agencies, especially where no state agency has an interest in the problem at hand.

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WILDLIFE MANAGEMENT INSTITUTE

Established 1946

NAME AND ADDRESS OF AGENCY:
Wildlife Management Institute
822 Investment Building
Washington 5, D. C.

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes sound wildlife practices and techniques on both public and private lands; sponsors annual North American Wildlife Conference.

SERVICES PROVIDED ON REQUEST:
Gives technical counsel and guidance on all matters pertaining to conservation, restoration, and management of wildlife resources; provides a field staff of trained wildlife technicians to give practical advice in the planning and initiating of wildlife improvement and development projects; issues scholarships, fellowships, and research grants and otherwise promotes the training of wildlife technicians; supplies literature designed to promote conservation education; disseminates a biweekly *Outdoor News Bulletin* to outdoor writers, publishers, and members of the working press.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All state and federal agencies; organizations and groups engaged in natural resource conservation and management.

STAFF:
Size: 10
Names and Titles of Principal Officers and Staff Members:
Ira N. Gabrielson, President
C. R. Gutermuth, Vice-President

SOURCES OF FINANCIAL SUPPORT:
Membership dues; private contributions.

State Agencies

AGRICULTURAL EXPERIMENT STATION (See XIV. Education)

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THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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COOPERATIVE EXTENSION WORK, AGRICULTURE AND HOME ECONOMICS (See XIV. Education)

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DIVISION OF FORESTRY

Established 1937

NAME AND ADDRESS OF AGENCY:
Division of Forestry
Department of Conservation
State of Tennessee
309 State Office Building
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Administers the state programs of forest fire prevention and control and reforestation; manages the state forests; gives technical forestry advice and assistance to forest land owners; engages in forestry research, general forestry educational work, and forest insect and disease control.

SERVICES PROVIDED ON REQUEST:
Cooperates with counties and/or groups of landowners in forest fire prevention and control programs under mutual agreements; provides forest tree seedlings for reforestation; furnishes forest management assistance to forest owners without charge.

CHARGES FOR SERVICES:
Contributions from counties or groups of landowners as provided under the written agreements; forest tree seedlings sold for reforestation at approximate cost.

SERVICES AVAILABLE TO:
Counties and groups of landowners in fire control; land owners in forest management.

STAFF:
Size: 16
Names and Titles of Principal Officers and Staff Members:
J. O. Hazard, State Forester

SOURCES OF FINANCIAL SUPPORT:
State appropriations; federal grants; county and private contributions; proceeds of sales of timber; forest park fees; seedling sales.

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DIVISION OF GEOLOGY

Established 1937

NAME AND ADDRESS OF AGENCY:
Division of Geology
Department of Conservation
State of Tennessee
G-5 State Office Building
Nashville 3, Tenness e

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Promotes the development and conservation of the mineral and water resources of the state.

SERVICES PROVIDED ON REQUEST:
Advises on ground water; furnishes data on stream flow as it affects flooding and pollution; makes detailed studies of geologic phenomena which affect areas under the jurisdiction of local governments; furnishes maps suitable for zoning, property location, and other local studies; surveys the location and extent of mineral deposits; promotes development of related industries; studies geological formations throughout the state.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All who have bona fide requests or claims.

STAFF:
Size: 10
Names and Titles of Principal Officers and Staff Members:
H. B. Burwell, State Geologist

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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EDUCATIONAL SERVICE

Established 1937

NAME AND ADDRESS OF AGENCY:
Educational Service
Central Office
Department of Conservation
State of Tennessee
310 State Office Building
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Informs the people of Tennessee of the need for and the means of conservation through writing and distributing of printed materials;

the production and distribution of motion pictures, slides, and other visual aids; personal contacts; and cooperation with organizations engaged in conservation programs.

SERVICES PROVIDED ON REQUEST:
Gives aid in the field of education for conservation by means of participation in workshops for teachers and civic leaders; conducts programs on conservation education at teachers meetings and conferences; assists the Agricultural Extension Service in the organization of 4-H Club conservation camps; consults and cooperates with the Tennessee Department of Education in matters dealing with resource use education in the schools; distributes educational moving pictures and publications dealing with conservation of natural resources.

CHARGES FOR SERVICES:
All services free, except for the transportation charge involved in the borrowing of motion pictures from the film library.

SERVICES AVAILABLE TO:
State officials; officials of the school districts; civic groups.

STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
James L. Bailey, Educational Supervisor

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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STATE SOIL CONSERVATION COMMITTEE

Established 1939

NAME AND ADDRESS OF AGENCY:
State Soil Conservation Committee
State of Tennessee
University Building
2321 West End Avenue
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Establishes and cooperates with the soil conservation districts throughout the state.

SERVICES PROVIDED ON REQUEST:
Receives petitions from landowners in a proposed territory, and, if there is a real need for it, establishes a soil conservation district and defines the boundaries thereof; keeps the supervisors of the several districts informed of each others' activities and helps with the coordination of their programs; helps secure the cooperation of federal and state agencies; disseminates information on the activities of the soil conservation districts; seeks to promote the establishment of new districts.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Supervisors of soil conservation districts; landowners.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
E. C. McReynolds, Executive Secretary, Knoxville
SOURCES OF FINANCIAL SUPPORT:
None.

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TENNESSEE CONSERVATION LEAGUE

Established and Incorporated 1945

NAME AND ADDRESS OF AGENCY:
Tennessee Conservation League
3315 Windsor Court
Chattanooga, Tennessee
TYPE OF AGENCY:
Private; nonprofit; membership consists mainly of local sporting, conservation, and garden clubs, government officials, and private individuals.
MAJOR ACTIVITIES:
Coordinates and directs the activities of many groups in an effort to promote the conservation of natural resources.
SERVICES PROVIDED ON REQUEST:
Assists in drafting bills dealing with conservation and furnishes information on bills relating to that subject; exchanges information with conservation officials at its yearly convention; assists groups which wish to form sport, garden, or conservation clubs; endorses *The Dixie Sportsman.*
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Legislators; state officials; officials of the school systems; civic groups; individuals.
STAFF:
Names and Titles of Principal Officers and Staff Members:
L. J. Williams, President, Chattanooga
SOURCES OF FINANCIAL SUPPORT:
Membership dues; contributions.

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TENNESSEE CROP IMPROVEMENT ASSOCIATION

Established 1930
Reorganized and Incorporated 1939

NAME AND ADDRESS OF AGENCY:
Tennessee Crop Improvement Association
Post Office Box 419
Nashville, Tennessee
TYPE OF AGENCY:
Quasi-public; nonprofit.
MAJOR ACTIVITIES:
Promotes the interest of agriculture throughout the state by increasing the efficiency of production of farm crops and the profits derived therefrom through improvement of seed and cultural practices and, indirectly, through the discussion of topics in the realm of agricultural economics.
SERVICES PROVIDED ON REQUEST:
Provides official seed certifying and soil testing services in cooperation with the agricultural departments of The University of Tennessee and the Tennessee Department of Agriculture; publishes biennially a list of certified seed producers; revises the *Official Handbook* every two or three years; publishes *Tennessee Crop Improvement News* semiannually.
CHARGES FOR SERVICES:
Publications free; seed certification and soil testing services performed at cost.
SERVICES AVAILABLE TO:
State and local officials; farmers' organizations; individual farmers; commercial concerns.
STAFF:
Size: 15
Names and Titles of Principal Officers and Staff Members:
Sam E. Breeding, President, Sparta
Caroline Frawley, Secretary-Treasurer, Nashville
H. W. Wellhausen, Consultant, Knoxville
AFFILIATIONS:
International Crop Improvement Association.
SOURCES OF FINANCIAL SUPPORT:
Annual membership dues; inspection fees.

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TENNESSEE OUTDOOR WRITERS' ASSOCIATION (See XXIII. Parks and Recreation)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

XX. ECONOMIC AND INDUSTRIAL DEVELOPMENT

The chief sources of technical assistance in economic and industrial development in Tennessee are state agencies. Industries seeking desirable locations are aided in finding the best possible sites, and local units wishing to attract industry are assisted in making surveys of labor supply, available sites, industrial water supply, and waste disposal systems. Agencies on the national level provide assistance in the determination of accepted industrial and commercial standards, and in sample analyses of area and economic trends. Technical guidance is given on state and locally sponsored area development surveys and programs on a demonstrative basis. Various agencies publish information on agricultural development, production, prices, parity indexes, farm cash receipts and expenses, mineral production and consumption, and other trends and developments in national and state economy.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AREA DEVELOPMENT DIVISION

Established 1946

NAME AND ADDRESS OF AGENCY:
Area Development Division
Office of Domestic Commerce
United States Department of Commerce
Washington 25, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Provides technical informational and advisory services to state and local planning and development agencies, both public and private.

SERVICES PROVIDED ON REQUEST:
Provides sample analyses of areas and economic trends; prepares special tabulations of statistical data in forms not ordinarily used for general publication purposes; provides technical guidance on state and locally sponsored area development surveys and programs on a demonstrative basis within limits of funds and personnel; provides technical guidance under similar conditions on community industrial development surveys; services miscellaneous requests for information on economic materials or studies available from federal agencies; issues periodic bulletin, *Projects and Publications of Interest to Planning and Development Agencies.*

CHARGES FOR SERVICES:
None except where demand for particular publication requires printing and sale through Government Printing Office.

SERVICES AVAILABLE TO:
State and local officials; private individuals and organizations.

ASSOCIATION OF STATE PLANNING AND DEVELOPMENT AGENCIES

Established 1946

NAME AND ADDRESS OF AGENCY:
Association of State Planning and Development Agencies
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of official state planning and development agencies.

MAJOR ACTIVITIES:
Provides consultative and clearing house service for member agencies.

SERVICES PROVIDED ON REQUEST:
Supplies information, advisory, and consultative services on planning and development problems.

CHARGES FOR SERVICES:
None for routine inquiries and services.

SERVICES AVAILABLE TO:
Member agencies.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Raymond V. Long, President, Richmond, Virginia
Walter H. Blucher, Executive Director, Chicago, Illinois

AFFILIATIONS:
American Society of Planning Officials.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF AGRICULTURAL ECONOMICS

Established 1923

NAME AND ADDRESS OF AGENCY:
Bureau of Agricultural Economics
United States Department of Agriculture
Washington 25, D. C.
Regional Office for Tennessee:
Atlanta, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Collects and disseminates agricultural statistics; conducts economic research.

SERVICES PROVIDED ON REQUEST:
Provides, through publications and replies to specific inquiries, statistical data concerning acreage, yield, production and stocks of crops, livestock inventory numbers, production of meat animals, dairy products, poultry, eggs, wool, agricultural prices, parity indexes, farm cash receipts and expenses, and similar information.

CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Legislators and administrators in local, state, and national governments; state agricultural colleges and extension services; other public and private organizations.

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BUREAU OF FOREIGN AND DOMESTIC COMMERCE

Established 1912

NAME AND ADDRESS OF AGENCY:
Bureau of Foreign and Domestic Commerce
United States Department of Commerce
Washington, D. C.
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Provides information and statistics of interest and value to business concerns.
SERVICES PROVIDED ON REQUEST:
Publishes data on trends and developments in the national and state economy, including *Foreign Commerce Weekly, Domestic Commerce, Survey of Current Business,* and numerous occasional publications.
CHARGES FOR SERVICES:
Subscription prices.
SERVICES AVAILABLE TO:
General public; agencies interested in economic surveys.

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BUREAU OF LABOR STATISTICS

Established 1913

NAME AND ADDRESS OF AGENCY:
Bureau of Labor Statistics
United States Department of Labor
Washington, D. C.
Regional Office for Tennessee:
Silvey Building
Atlanta 3, Georgia
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Serves as the federal government's principal fact-finding agency in the field of labor economics.
SERVICES PROVIDED ON REQUEST:
Makes price data available to state and local governments, private groups, and individuals; renders technical assistance to state and local units in matters relating to prices and costs of living.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local governments; private groups; individuals.

BUREAU OF MINES

Established 1910

NAME AND ADDRESS OF AGENCY:
Bureau of Mines
United States Department of the Interior
Washington, D. C.
Field Office for Tennessee:
Jellico, Tennessee
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Carries on a comprehensive program for maintaining a healthy domestic mineral industry.
SERVICES PROVIDED ON REQUEST:
Assembles and publishes comprehensive data on production, distribution, and consumption of mineral commodities; participates in training of state officials for mining safety and health precautions; assembles data useful to state enforcement agencies on causes for and means of preventing mine accidents.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local governments; private groups; individuals.

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DIVISION OF LABOR STANDARDS (See XVII. Public Welfare)

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FEDERAL POWER COMMISSION (See XXIV. Water, Electric, Gas, and Transportation Systems)

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FEDERAL RESERVE BANKS

Established 1913

NAME AND ADDRESS OF AGENCY:
Federal Reserve Bank of Atlanta
Atlanta, Georgia
Federal Reserve Bank of St. Louis
St. Louis, Missouri
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Controls currency and banking operations under the Federal Reserve Act.
SERVICES PROVIDED ON REQUEST:
Provides data on current business conditions and other aspects of the economic situation in the federal reserve district.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local officials; business; industry; the general public.

FEDERATION OF SEWAGE WORKS ASSOCIATIONS (See XXVII. Waste Disposal)

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FOREST SERVICE (See XIX. Natural Resources)

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NATIONAL ASSOCIATION OF RAILROAD AND UTILITIES COMMISSIONERS (See XXIV. Water, Electric, Gas, and Transportation Systems)

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NATIONAL ASSOCIATION OF STATE AVIATION OFFICIALS (See XXV. Airports)

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NATIONAL BUREAU OF STANDARDS (See VII. Purchasing)

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OFFICE OF EXPERIMENT STATIONS (See XIV. Education)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

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URBAN LAND INSTITUTE (See XXII. Planning, Zoning, and Housing)

State Agencies

AGRICULTURAL EXPERIMENT STATION (See XIV. Education)

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BUREAU OF RESEARCH (See VI. Budgets and Accounts)

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COOPERATIVE EXTENSION WORK, AGRICULTURE AND HOME ECONOMICS (See XIV. Education)

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DEPARTMENT OF EMPLOYMENT SECURITY (See III. Legal Assistance)

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DIVISION OF FORESTRY (See XIX. Natural Resources)

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DIVISION OF GEOLOGY (See XIX. Natural Resources)

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TENNESSEE CROP IMPROVEMENT ASSOCIATION (See XIX. Natural Resources)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XXI. PUBLIC WORKS

Technical advice and assistance to state and local officials on the construction and operation of public works cover a wide range of activity. Manuals of practice, standard specifications for public works construction, specialized information on various types of public works, and recommendations concerning management and operation are among the services available. Assistance from the national level is available chiefly through quasi-public and private organizations, whereas from the state level almost all aid is given by agencies of the state government. The abstracts of some agencies concerned with public works functions will be found under special sections which follow.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN PUBLIC POWER ASSOCIATION (See XXIV. Water, Electric, Gas, and Transportation Systems)

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AMERICAN PUBLIC WORKS ASSOCIATION

Established 1894

NAME AND ADDRESS OF AGENCY:
American Public Works Association
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of public officials and others professionally engaged or interested in public works.

MAJOR ACTIVITIES:
Conducts research and publishes reports designed to aid in the planning, construction, operation, maintenance, and management of public works facilities and services.

SERVICES PROVIDED ON REQUEST:
Answers requests for information on all public works activities; prepares manuals of practice; publishes standard specifications for public works construction; cooperates in in-service training programs; publishes *Public Work Engineers' News Letter,* monthly ($5 per year), and special reports, manuals, and bulletins.

CHARGES FOR SERVICES:
Annual service fees: individuals, $10; governmental units, from $20 for those under 10,000 population to $300 for those over 1,000,000 population.

SERVICES AVAILABLE TO:
Members.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Donald F. Herrick, Executive Director
Norman Hebden, Associate Director

AFFILIATIONS:
Represented in American Society for Testing Materials; American Standards Association; American Road Builders Association; and Highway Research Board.
SOURCES OF FINANCIAL SUPPORT:
Service fees.

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AMERICAN ROAD BUILDERS ASSOCIATION (See XXVI. Streets and Highways)

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AMERICAN SOCIETY OF SANITARY ENGINEERING (See XXIV. Water, Electric, Gas, and Transportation Systems)

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AMERICAN WATER WORKS ASSOCIATION (See XXIV. Water, Electric, Gas, and Transportation Systems)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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CIVIL AERONAUTICS ADMINISTRATION (See XXV. Airports)

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CORPS OF ENGINEERS
Established 1779
NAME AND ADDRESS OF AGENCY:
Corps of Engineers
War Department
Washington, D. C.
District Offices for Tennessee:
Memphis, Tennessee
Kingsport, Tennessee
Nashville, Tennessee
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Does all army construction (except for Signal Corps) and demolition; supplies maps; makes investigations and improvements for navigation, flood control, and power development on rivers and harbors.
SERVICES PROVIDED ON REQUEST:
Investigates needs for flood control and other river and harbor developmental work.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local governmental units responsible for flood control and river and harbor works.

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FEDERAL COMMUNICATIONS COMMISSION
Established 1934
NAME AND ADDRESS OF AGENCY:
Federal Communications Commission
Washington 25, D. C.

TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Regulates interstate and foreign commerce in wire and radio communication.
SERVICES PROVIDED ON REQUEST:
Makes available technical information and advice involving problems connected with applications for communications licenses; endeavors to cooperate with all governmental units in answering inquiries pertaining to communications problems in general.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local governmental agencies.

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FEDERAL POWER COMMISSION (See XXIV. Water, Electric, Gas, and Transportation Systems)

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FEDERATION OF SEWAGE WORKS ASSOCIATIONS (See XXVII. Waste Disposal)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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NATIONAL ASSOCIATION OF RAILROAD AND UTILITIES COMMISSIONERS (See XXIV. Water, Electric, Gas, and Transportation Systems)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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RURAL ELECTRIFICATION ADMINISTRATION (See XXIV. Water, Electric, Gas, and Transportation Systems)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

AIRPORT DEVELOPMENT LABORATORY (See XXV. Airports)

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BUREAU OF AERONAUTICS (See XXV. Airports)

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THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS (See XXVI. Streets and Highways)

DIVISION OF SANITARY ENGINEERING (See XVI. Public Health)

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TENNESSEE MUNICIPAL LEAGUE (See II. Legislative Aids)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XXII. PLANNING, ZONING, AND HOUSING

Full-time field consultants are provided by national and state agencies to assist state and local governments in the development of planning programs and administrative practices. Advisory and informational services are furnished to cities and counties in the development of sound residential communities, re-planning and redevelopment of blighted areas, preservation of sound neighborhoods, and the stabilizing of central business districts. Comprehensive plans for cities and counties are drawn to include schools, recreation, major streets and roads, public health and welfare services, public works, zoning, and subdivision regulations. Consultants are provided to assist in formulating housing programs for local governments and in drafting building and zoning codes.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY OF PLANNING OFFICIALS

Established 1935

NAME AND ADDRESS OF AGENCY:
American Society of Planning Officials
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of members of official planning commissions and their consultants and staff technicians.

MAJOR ACTIVITIES:
Serves as clearing house for information concerning land and community planning.

SERVICES PROVIDED ON REQUEST:
Assists planning agencies with their special problems; provides full-time field consultant to assist in development of planning programs and improvement of administrative practices; publishes *News Letter,* monthly, and special reports.

CHARGES FOR SERVICES:
None to members.

SERVICES AVAILABLE TO:
State and local planning commissions and officials.

STAFF:
Size: 3
Names and Titles of Principal Officers and Staff Members:
Walter H. Blucher, Executive Director

AFFILIATIONS:
Serves as secretariat for Association of State Planning and Development Agencies.

SOURCES OF FINANCIAL SUPPORT:
Membership dues: $10 per year for individuals; varies with size of community for commissions.

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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AREA DEVELOPMENT DIVISION (See XX. Economic and Industrial Development)

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ASSOCIATION OF STATE PLANNING AND DEVELOPMENT AGENCIES (See XX. Economic and Industrial Development)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUILDING OFFICIALS FOUNDATION

Established 1946

NAME AND ADDRESS OF AGENCY:
Building Officials Foundation
51 East 42nd Street
New York, New York

TYPE OF AGENCY:
Nonprofit; building code service organization.

MAJOR ACTIVITIES:
Encourages adoption of basic building codes promulgated by Building Officials' Conference of America.

SERVICES PROVIDED ON REQUEST:
Provides advisory and informational services to assist officials concerned with public health and safety regarding advances in building requirements and code administration.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Local, state, and federal officials.

STAFF:
To be selected: Executive Director, Technical Director and six assistants, Public Relations Director, and approximately 40 clerical workers.

AFFILIATIONS:
Building Officials' Conference of America.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; endowment by industry.

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ENO FOUNDATION FOR HIGHWAY TRAFFIC CONTROL (See XIII. Motor Vehicle Traffic)

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INSTITUTE OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

NATIONAL ASSOCIATION OF HOUSING OFFICIALS

Established 1933

NAME AND ADDRESS OF AGENCY:
National Association of Housing Officials
1313 East 60th Street
Chicago 37, Illinois

TYPE OF AGENCY:
Membership consists of members and employees of official housing agencies.

MAJOR ACTIVITIES:
Acts as a service agency for housing officials.

SERVICES PROVIDED ON REQUEST:
Acts as a clearing house of information on public housing; furnishes consultants to assist in formulating housing programs of public bodies; publishes *Journal of Housing*, monthly, *Housing Directory*, annually, *Housing Management Bulletin*, monthly, and special publications on various phases of public housing problems.

CHARGES FOR SERVICES:
None except for special publications.

SERVICES AVAILABLE TO:
Members.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Robert D. Sipprell, Executive Director

SOURCES OF FINANCIAL SUPPORT:
Membership dues; publication sales; foundation grants.

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NATIONAL BUREAU OF STANDARDS (See VII. Purchasing)

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NATIONAL HOUSING AGENCY

Established 1941

NAME AND ADDRESS OF AGENCY:
National Housing Agency
Washington, D. C.

Regional Office for Tennessee:
321 Grant Building
Atlanta 3, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Represents a consolidation of the housing functions formerly administered by seventeen different agencies and administrative units of the federal government.

SERVICES PROVIDED ON REQUEST:
Assists any community which needs or requests aid concerning local housing programs, building and zoning codes, and other phases of the housing problem.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials and agencies.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NATIONAL ROADSIDE COUNCIL

Established 1923

NAME AND ADDRESS OF AGENCY:
National Roadside Council
119 East 19th Street
New York 3, New York

TYPE OF AGENCY:
Nonprofit civic group.

MAJOR ACTIVITIES:
Promotes protection and development of roadside beauty.

SERVICES PROVIDED ON REQUEST:
Makes studies of state and municipal laws concerning roadside development and control with particular reference to highway zoning and billboard control laws; disseminates information secured in such studies; offers advice on highway zoning laws and billboard control laws.

CHARGES FOR SERVICES:
Depends upon extent of service requested; generally none.

SERVICES AVAILABLE TO:
Highway executives; planning agencies; other public officials; individuals; citizen groups.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Albert S. Bard, Counsel

AFFILIATIONS:
Fifteen state roadside councils; cooperates with seventy other national and state organizations.

SOURCES OF FINANCIAL SUPPORT:
American Nature Association; other interested organizations; individuals.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

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URBAN LAND INSTITUTE

Established 1940

NAME AND ADDRESS OF AGENCY:
Urban Land Institute
1737 K. Street N. W.
Washington 6, D. C.

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Serves as a center for furthering research and education in the field of urban planning and development.

SERVICES PROVIDED ON REQUEST:
Assists city planning commissions and civic groups with programs for development of sound residential communities, the re-planning and redevelopment of blighted areas, the preservation of sound neighborhoods, and the stabilizing of central business districts.

CHARGES FOR SERVICES:
Individual and library membership, $10; organizational memberships, $25; sustaining memberships, including limited consulting service, $100.

SERVICES AVAILABLE TO:
Public and private organizations; individuals.

STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
Seward H. Mott, Executive Director
Max S. Wehrly, Assistant Director

AFFILIATIONS:
National Association of Real Estate Boards, but with independent organization and policy.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; contributions.

State Agencies

AIRPORT DEVELOPMENT LABORATORY (See XXV. Airports)

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THE BUREAU OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

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DIVISION OF GEOLOGY (See XIX. Natural Resources)

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TENNESSEE ASSOCIATION OF HOUSING AUTHORITIES

Established 1938

NAME AND ADDRESS OF AGENCY:
Tennessee Association of Housing Authorities
Post Office Box 846
Nashville, Tennessee

TYPE OF AGENCY:
Quasi-public; nonprofit; membership consists of the seven municipal housing authorities of the state, located in Knoxville, Chattanooga, Kingsport, Nashville, Jackson, Memphis, and Bristol.

MAJOR ACTIVITIES:
Fosters and promotes the interests of low-rent public housing in Tennessee.

SERVICES PROVIDED ON REQUEST:
Provides information on operating procedure, expenses, planning,

construction, administration, and management of public housing mainly through the discussions at its annual meetings; provides a link between the local housing authorities in the state and the federal agencies in charge of public housing; plans policy in regard to and proposes legislation for public housing; encourages private construction of low-rent housing.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Federal public housing agencies; state housing authorities.

STAFF:
Names and Titles of Principal Officers and Staff Members:
R. S. Key, President
George Guy, Secretary-Treasurer

AFFILIATIONS:
National Association of Housing Officials.

SOURCES OF FINANCIAL SUPPORT:
None, except for necessary expenses for each annual meeting which are paid by the local authority acting as a host at that particular occasion.

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TENNESSEE COMMUNITY SERVICES COUNCIL

Established 1945

NAME AND ADDRESS OF AGENCY:
Tennessee Community Services Council
432 Sixth Avenue North
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Promotes social and welfare planning through its staff agency, the Division of Community Services of the Tennessee State Planning Commission.

SERVICES PROVIDED ON REQUEST:
Assists in the organization of local community services councils; develops action programs at the state level in the field of social and welfare development, such as recreation, tourist, and highway development.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials; local community services councils; local recreation commissions; civic groups.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
E. W. Palmer, Chairman, Kingsport
Earl A. Kerr, Director, Nashville

AFFILIATIONS:
Tennessee State Planning Commission.

SOURCES OF FINANCIAL SUPPORT:
State appropriations made to the Tennessee State Planning Commission for the operation of the Community Services Division.

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TENNESSEE STATE PLANNING COMMISSION

Established 1935

NAME AND ADDRESS OF AGENCY:
Tennessee State Planning Commission
432 Sixth Avenue North
Nashville 3, Tennessee

Regional Offices:
Municipal Building, Johnson City; 602 Empire Building, Knoxville; 432 Sixth Avenue North, Nashville; 7 Frankland Building, Jackson

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Assists local units of government in physical, social, and welfare planning; assists local governments and industries in industrial development; provides research facilities.

SERVICES PROVIDED ON REQUEST:
Prepares research report on topics of interest to state and local officials; assists local and state officials in matters of physical planning; provides an informational service to the general public; serves as a clearing house for localities and industries in matters of industrial expansion; helps in establishing and advises local planning bodies in the discharge of their functions; gives advice to public and private bodies on the state and local levels on matters of social and welfare planning; publishes *The Tennessee Planner,* a bimonthly magazine containing planning information in nontechnical language; issues a *Local Public Works Planning Newsletter,* bimonthly, *Industrial Planning Newsletter,* monthly, *Local Planning in Tennessee,* annually, and *Tennessee Manufacturers,* periodically ($1); assists local planning bodies on the research and publication of special reports relating to their own planning progress and needs.

CHARGES FOR SERVICES:
Contracts with certain local planning commissions; maps and reports reproduced at cost; charges for certain publications.

SERVICES AVAILABLE TO:
The General Assembly; the Governor; state and local officials; the general public; civic groups concerned with state and local improvements of a physical, social, and economic nature; industrial concerns.

STAFF:
Size: 17
Names and Titles of Principal Officers and Staff Members:
Hayden B. Johnson, Executive Director
Margaret Pouder, Research Associate, Research Division
Charles L. Crangle, Associate Planning Technician, State Planning Division

George I. Whitlatch, Principal Industrial Economist, Industrial Development Division
Earl A. Kerr, Senior Planning Technician, Community Services Division
Ronald F. Scott, Director, Johnson City
Harold V. Miller, Director, Knoxville
Robert E. Berne, Director, Nashville
William E. McIntyre, Director, Jackson

SOURCES OF FINANCIAL SUPPORT:
State appropriations; sale of publications; local contracts on a per capita basis; Tennessee Valley Authority subsidy for one employee's salary.

XXIII. PARKS AND RECREATION

Technical assistance in parks and recreation administration is provided by several recreation associations and by the state and federal governments. National agencies cooperate with the states in studies of parks and recreational areas including such factors as legislation, finance, site selection, planning, and maintenance and operation of facilities. Cities and counties are assisted in setting up local recreation commissions and in initiating and carrying out plans for public recreational programs. Service bureaus are operated to assist state and local governments to find qualified personnel for park and recreation positions, and aid is given in the organization and conduct of training institutes.

National Agencies

AMERICAN INSTITUTE OF PARK EXECUTIVES

Established 1898

NAME AND ADDRESS OF AGENCY:
American Institute of Park Executives
Box 422
Rockford, Illinois

TYPE OF AGENCY:
Membership consists of park executives and public park commissions.

MAJOR ACTIVITIES:
Holds annual meeting for discussion of park problems and interchange of ideas and information.

SERVICES PROVIDED ON REQUEST:
Gathers and disseminates information concerning public parks and recreation; operates a service bureau to assist state and local governments to find qualified men for park positions; assists cities in solving specific park problems by providing information directly or referring them to persons who have dealt with similar problems in other cities; supplies names of competent consultants to discuss park problems with state or local governments; publishes *Parks and Recreation,* monthly ($5 per year).

CHARGES FOR SERVICES:
None as a rule other than transportation costs of consultants.

SERVICES AVAILABLE TO:
Members first; state and local park agencies and officials.

STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
Dave Hovey, Executive Secretary
Will O. Doolittle, Managing Editor, *Parks and Recreation*

AFFILIATIONS:
American Association of Zoological Parks and Aquariums; American Association of Botanical Gardens and Arboretums.

SOURCES OF FINANCIAL SUPPORT:
Membership dues; advertising revenues.

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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INTERSTATE SCHOOL BUILDING SERVICE (See XIV. Education)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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NATIONAL PARK SERVICE

Established 1906

NAME AND ADDRESS OF AGENCY:
National Park Service
United States Department of the Interior
222 North Bank Drive
Chicago 54, Illinois

Regional Office for Tennessee:
Laurel and Main Street
Richmond 20, Virginia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers national parks; aids other governmental agencies in planning recreational facilities.

SERVICES PROVIDED ON REQUEST:
Cooperates with states in park, parkway, and recreational-area studies; provides consultation services to states on such problems as state park legislation policies, and financing; site selection; planning, maintenance, and operation of facilities, structures, and equipment; qualifications for personnel; concessions, contracts, and charges; public relations; and other matters relating to administration of parks and recreational areas.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State departments and officials administering park and recreational areas.

NATIONAL RECREATION ASSOCIATION

Established 1906

NAME AND ADDRESS OF AGENCY:
National Recreation Association
315 4th Avenue
New York 10, New York

TYPE OF AGENCY:
Membership consists of public employees and others interested in recreation programs.

MAJOR ACTIVITIES:
Conducts research and distributes information concerning recreation programs and problems.

SERVICES PROVIDED ON REQUEST:
Renders advisory and consulting services on all types of recreation problems; conducts institutes for training recreation workers; maintains district field workers who render service to cities; furnishes upon request detailed list of twenty-six specific services offered by the association; publishes *Recreation* monthly ($3 per year), and books and pamphlets on current recreation problems.

CHARGES FOR SERVICES:
None generally; payment occasionally required for certain special services.

SERVICES AVAILABLE TO:
State and local agencies; officials concerned with recreation programs.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Howard Braucher, President

SOURCES OF FINANCIAL SUPPORT:
Membership dues; contributions; interest from endowment fund; revenues from magazine and other publications; fees for certain special services.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

OFFICE OF THE RECREATION PLANNER

Established 1943

NAME AND ADDRESS OF AGENCY:
Office of the Recreation Planner
Division of State Parks
Department of Conservation
State of Tennessee
303 State Office Building
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.
MAJOR ACTIVITIES:
Assists in planning public recreational facilities and programs for state parks, Tennessee Valley Authority reservoir properties, and communities throughout the state.
SERVICES PROVIDED ON REQUEST:
Aids cities and counties in setting up local recreation commissions and in initiating and carrying out plans for public recreational programs; assists in organizing recreation training institutes and in appraising local recreation needs.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local officials; civic groups.
STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
Henry F. Morse, Recreation Planner
Dale Featherston, Landscape Architect
SOURCES OF FINANCIAL SUPPORT:
State appropriations; Tennessee Valley Authority grants-in-aid for staff member's salary.

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TENNESSEE COMMUNITY SERVICES COUNCIL (See XXII. Planning, Zoning, and Housing)

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TENNESSEE OUTDOOR WRITERS' ASSOCIATION
Established 1939

NAME AND ADDRESS OF AGENCY:
Tennessee Outdoor Writers' Association
709½ South Gay Street
Knoxville, Tennessee
TYPE OF AGENCY:
Private; nonprofit; membership consists mainly of writers on and photographers of outdoor subjects and conservation officials.
MAJOR ACTIVITIES:
Promotes the dissemination of information pertaining to outdoor sports activities, recreation, and conservation.
SERVICES PROVIDED ON REQUEST:
Helps draft legislation and gives information on pending legislation within its scope of interest; cooperates with the Educational Service of the Tennessee Department of Conservation in giving information on out-of-door activities; provides information through both press releases and speakers.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Legislators; state officials; officials of the school systems; publishers; civic groups; individuals.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Joe L. Halburnt, President, Knoxville
Nash Buckingham, Vice-President, Memphis
Walter D. Amann, Jr., Secretary, Knoxville
AFFILIATIONS:
Outdoor Writers' Association of America.
SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

XXIV. WATER, ELECTRIC, GAS, AND TRANSPORTATION SYSTEMS

In the field of public utilities the primary sources of technical assistance are quasi-public and private organizations. Their services include reports and statistical data on power potentialities, the production of electric energy, power markets, and rates; services relating to the design, construction, management and operation of public power systems; the publication of standard forms for annual reports and classifications of accounts for gas, electric, and water companies; and information and advice on public water supply, water works problems, and sewage and waste disposal.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN PUBLIC POWER ASSOCIATION

Established 1940

NAME AND ADDRESS OF AGENCY:
American Public Power Association
1129 Vermont Avenue, N. W.
Washington 5, D. C.

TYPE OF AGENCY:
Membership consists of publicly owned electric utilities.

MAJOR ACTIVITIES:
Promotes cooperation between publicly owned electric utilities and seeks to advance their common purposes.

SERVICES PROVIDED ON REQUEST:
Provides services relating to (a) management and operation; (b) engineering, design, construction, operation, and research; (c) accounting and commercial practice; (d) legal policy; and (e) other problems common to public power systems; publishes *Public Power,* monthly, *Annual Summary of Operations of Public Power Systems,* record of proceedings of annual meeting, and special releases of value to members.

CHARGES FOR SERVICES:
None beyond membership fees, except for special service contracts executed to cover particular services furnished at charges agreed upon.

SERVICES AVAILABLE TO:
Publicly owned electric utility systems.

STAFF:
Size: Professional experts are retained for particular jobs as the situation demands.
Names and Titles of Principal Officers and Staff Members:
Carlton L. Nau, General Manager
Northcutt Ely, General Counsel

AFFILIATIONS:
Six state associations are affiliate members: Michigan Municipal Utilities Association; New York Municipal Electric Utilities Association; California Municipal Utilities Association; Municipal Lighting Association of Massachusetts; Missouri Association of Municipal Utilities; Kansas Association of Municipal Utilities.

SOURCES OF FINANCIAL SUPPORT:
Membership fees of 1/40 of 1 per cent of gross electric income and service contract payments.

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AMERICAN PUBLIC WORKS ASSOCIATION (See XXI. Public Works)

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AMERICAN SOCIETY OF SANITARY ENGINEERING

Established 1906

NAME AND ADDRESS OF AGENCY:
American Society of Sanitary Engineering
1308 Freemont Street
McKeesport, Pennsylvania

TYPE OF AGENCY:
An association of water supply and sewerage engineers, forty per cent of whom are publicly employed.

MAJOR ACTIVITIES:
Promotes research and disseminates information in the fields of water supply, sewerage, and plumbing.

SERVICES PROVIDED ON REQUEST:
Offers information and advice on public water supply, sewage and waste disposal, and related problems.

CHARGE SFOR SERVICES:
None.

SERVICES AVAILABLE TO:
Any agency or person interested in improvement of water supply or waste disposal facilities.

STAFF:
Names and Titles of Principal Officers and Staff Members:
T. M. Dugan, Secretary

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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AMERICAN WATER WORKS ASSOCIATION

Established 1881

NAME AND ADDRESS OF AGENCY:
American Water Works Association
500 Fifth Avenue
New York 18, New York

TYPE OF AGENCY:
Membership consists of water department administrators and professional employees, water departments and companies, and manufacturers of water works supplies and materials.

MAJOR ACTIVITIES:
Carries on studies in water works design, construction, and operation; holds annual convention and sectional meetings.

SERVICES PROVIDED ON REQUEST:
Offers information and advice on water works problems, but will not enter into competition with consulting engineers; for example, the association will decline (1) to provide consultative services which members of the association are prepared to furnish; (2) to state that a product, device, or process conforms to A. W. W. A. specification, or (3) to advise that a certain product is to be preferred over other available products; publishes a monthly *Journal* and issues manuals and specifications relating to construction and operation of water works.
CHARGES FOR SERVICES:
None except for publications.
SERVICES AVAILABLE TO:
Any agency which has an interest in public water supply.
STAFF:
Size: 11
Names and Titles of Principal Officers and Staff Members:
Harry E. Jordan, Secretary
AFFILIATIONS:
Thirty regional and state sections.
SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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FEDERAL POWER COMMISSION

Established 1920

NAME AND ADDRESS OF AGENCY:
Federal Power Commission
Washington 25, D. C.
Regional Office for Tennessee:
428 Grant Building
Atlanta 3, Georgia
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Regulates electric and natural gas utilities engaged in interstate commerce; issues licenses for hydroelectric projects on navigable waters of the United States.
SERVICES PROVIDED ON REQUEST:
Compiles reports and information on production of electric energy, electric rates, power potentialities of river basin areas, potential power markets, and other electric power statistics.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State agencies regulating electric utilities; state agencies interested in economic development.

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

NATIONAL ASSOCIATION OF RAILROAD AND UTILITIES COMMISSIONERS

Established 1889

NAME AND ADDRESS OF AGENCY:
National Association of Railroad and Utilities Commissioners
7413 New Post Office Building
Washington, D. C.
TYPE OF AGENCY:
Membership consists of state and federal officials engaged in regulation of railroads and public utilities.
MAJOR ACTIVITIES:
Represents state commissions before the federal courts and commissions, and before the Committees of Congress.
SERVICES PROVIDED ON REQUEST:
Publishes standard form of annual report for gas, electric, and water corporations; publishes classification of accounts for gas companies, motor bus companies, and electrical, gas, and water utilities; publishes annual convention proceedings, committee reports, and other reports dealing with regulatory matters.
CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Member commissions.
STAFF:
Names and Titles of Principal Officers and Staff Members:
Ben Smart, Secretary
SOURCES OF FINANCIAL SUPPORT:
Voluntary contributions of state commissions; sale of publications.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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RURAL ELECTRIFICATION ADMINISTRATION

Established 1935

NAME AND ADDRESS OF AGENCY:
Rural Electrification Administration
United States Department of Agriculture
Washington 25, D. C.
TYPE OF AGENCY:
Federal.
MAJOR ACTIVITIES:
Makes loans for rural electric systems.
SERVICES PROVIDED ON REQUEST:
Provides development, legal, engineering, and management consultation services concerning the construction and operation of rural electric lines.

CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
Public bodies; cooperatives; nonprofit associations.

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

DIVISION OF SANITARY ENGINEERING (See XVI. Public Health)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XXV. AIRPORTS

Public agencies on the national and state levels provide the primary technical services in airport development and administration. Consulting and advisory assistance is furnished in airport planning, design, construction, management, operation, and maintenance. Recommended state and local legislation relating to airports is drafted, and advice is given on requirements and procedures governing state and local participation in the federal-aid airport program. Agencies on the state level provide assistance to local units in selecting airport sites, surveying terrain, and planning construction programs. Technical aid is available to schools, colleges, and other educational organizations in the field of aviation education and training.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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CIVIL AERONAUTICS ADMINISTRATION

Established 1938

NAME AND ADDRESS OF AGENCY:
Civil Aeronautics Administration
United States Department of Commerce
Washington 25, D. C.

Regional Office for Tennessee:
Atlanta 3, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Encourages and fosters the development of civil aeronautics and air commerce.

SERVICES PROVIDED ON REQUEST:
Provides consulting, advisory assistance on airport planning, design, construction, management, operation, and maintenance; develops and recommends principles to be incorporated in state and local legislation which will facilitate airport development and regulation; advises on requirements and procedures governing state and local participation in federal-aid airport projects; assists public agencies with respect to public use or acquisition of federal airport property; provides technical assistance to schools, colleges, and educational bodies concerning aviation and training.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local agencies and officials; professional, industrial, and other individuals and agencies.

NATIONAL ASSOCIATION OF STATE AVIATION OFFICIALS

Established 1931

NAME AND ADDRESS OF AGENCY:
National Association of State Aviation Officials
Vermont Aeronautics Commission
Montpelier, Vermont

TYPE OF AGENCY:
Membership consists of state aviation officials, ex officio.

MAJOR ACTIVITIES:
Fosters aviation as an industry and as an arm of national defense.

SERVICES PROVIDED ON REQUEST:
Assists in development of uniform air laws and regulations; holds annual meeting.

CHARGES FOR SERVICES:
None except annual membership dues.

SERVICES AVAILABLE TO:
Members.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Edw. F. Knapp, Director

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

State Agencies

AIRPORT DEVELOPMENT LABORATORY

Established 1944

NAME AND ADDRESS OF AGENCY:
Airport Development Laboratory
The University of Tennessee
Knoxville, Tennessee

TYPE OF AGENCY:
Serves as the aviation technical research agency of The University of Tennessee cooperating with the Tennessee Bureau of Aeronautics; aims at providing the fundamental data and conducting the necessary surveys, studies, and long-range planning in airport and aviation development.

SERVICES PROVIDED ON REQUEST:
Discusses with representatives of localities aviation problems which are of interest to these communities, such as the availability of federal or state funds for airport construction or improvement, the desirability of certain sites for new airfields, or expansion and rebuilding of existing ones, in connection with which activity the Laboratory engineers frequently make surveys, estimates, and preliminary designs; maintains an extensive aviation-engineering library and records its own technical experience for ready use by the engineering profession; publishes *Tennessee Air Progress,* an attractively illustrated quarterly magazine written in non-technical language.

CHARGES FOR SERVICES:
Charges remitted by a subsequent grant to local governments.

SERVICES AVAILABLE TO:
Local officials; civic groups interested in the promotion of airport developments; the engineering profession.

STAFF:
Size: 6
Names and Titles of Principal Officers and Staff Members:
Edward S. Fabian, Director
C. T. Bagley, Engineer
Alfred Mouron, Engineer
C. L. Crabtree, Engineer

AFFILIATIONS:
Cooperates with the Bureau of Aeronautics of the Tennessee Department of Highways and Public Works.

SOURCES OF FINANCIAL SUPPORT:
State appropriations, partly through the Tennessee Bureau of Aeronautics and partly through The University of Tennessee.

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BUREAU OF AERONAUTICS

Established 1937

NAME AND ADDRESS OF AGENCY:
Bureau of Aeronautics
Department of Highways and Public Works
State of Tennessee
Berry Field
Nashville 4, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Promotes all phases of aviation and establishes the rules and regulations necessary for the enforcement of Tennessee's air laws; serves as the legal agent for cities and counties in the federal aid airport program; serves as the regulatory body for all aviation in Tennessee.

SERVICES PROVIDED ON REQUEST:
Provides information on air marking through bulletins and technical services necessary for the determination of air markers' sites and designs; gives limited aid out of its paint fund; operates a statewide crop-dusting program; promotes educational activities through the strong backing which it gives The University of Tennessee Institute of Aviation, through the licensing of flying schools, and through the sponsorship of institutes and training courses in aviation for teachers; gives financial assistance to communities for airport improvements.

CHARGES FOR SERVICES:
Charges remitted by a subsequent grant to local governments.

SERVICES AVAILABLE TO:
Municipal and county officials; officials of the school systems; civic groups.

STAFF:
Size: 4
Names and Titles of Principal Officers and Staff Members:
Colonel Herbert Fox, Director
Frank Warmath, Reports, Associate Director
E. S. Fabian, Engineering, Associate Director
G. H. Briley, Auditor, Associate Director

SOURCES OF FINANCIAL SUPPORT:
State appropriations; three and one-half cents of tax collected on every gallon of aviation gasoline sold in Tennessee.

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XXVI. STREETS AND HIGHWAYS

Public, quasi-public, and private organizations on both the national and state levels assist governmental units on matters pertaining to street and highway design, construction, maintenance, operation, and finance. Available services include research in all phases of highway finance and administration, consultant services, publication of recommended standards, and assistance to local units in drafting street and highway plans.

National Agencies

AMERICAN ASSOCIATION OF STATE HIGHWAY OFFICIALS
Established 1914

NAME AND ADDRESS OF AGENCY:
American Association of State Highway Officials
1220 National Press Building
Washington 4, D. C.

TYPE OF AGENCY:
Membership consists of state and territorial highway departments, the Public Roads Administration of the Federal Works Agency, and the District of Columbia Highway Department.

MAJOR ACTIVITIES:
Fosters cooperation among member bodies in the interest of a nation-wide integrated system of highways adequate to the nation's needs; develops United States road numbering system and uniform traffic signs.

SERVICES PROVIDED ON REQUEST:
Conducts research and offers advice on all phases of highway design, construction, and maintenance; publishes *American Highways,* quarterly, and books and pamphlets on highway specifications and policies; furnishes a list of publications on request.

CHARGES FOR SERVICES:
Annual membership dues; list price of publications.

SERVICES AVAILABLE TO:
Member departments only, except publications, which are available to the general public.

STAFF:
Size: 1
Names and Titles of Principal Officers and Staff Members:
Hall H. Hale, Executive Secretary

AFFILIATIONS:
Highway Research Board.

SOURCES OF FINANCIAL SUPPORT:
Membership dues ranging from $250 to $1,000 for each member highway department; sale of publications.

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AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

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AMERICAN PUBLIC WORKS ASSOCIATION (See XXI. Public Works)

AMERICAN ROAD BUILDERS ASSOCIATION

Established 1902

NAME AND ADDRESS OF AGENCY:
American Road Builders Association
International Building
Washington, D. C.

TYPE OF AGENCY:
Membership consists of engineers, state and local officials, equipment manufacturers; and contractors.

MAJOR ACTIVITIES:
Stimulates interest in good roads; facilitates exchange of information concerning highway construction and maintenance.

SERVICES PROVIDED ON REQUEST:
Collects and disseminates data concerning highway construction, maintenance, operation, and finance; publishes *Road Builders News,* monthly, and special reports and bulletins.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local officials.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Charles M. Upham, Engineer-Director

AFFILIATIONS:
Represented on National County Roads Planning Commission.

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AUTOMOTIVE SAFETY FOUNDATION (See XIII. Motor Vehicle Traffic)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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BUREAU OF HIGHWAY TRAFFIC (See XIII. Motor Vehicle Traffic)

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ENO FOUNDATION FOR HIGHWAY TRAFFIC CONTROL (See XIII. Motor Vehicle Traffic)

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HIGHWAY RESEARCH BOARD

Established 1920

NAME AND ADDRESS OF AGENCY:
Highway Research Board
2101 Constitution Avenue
Washington, D. C.

TYPE OF AGENCY:
Membership consists of representatives of national organizations composed of engineers and others interested in the development of highways.

MAJOR ACTIVITIES:
Develops comprehensive national program for highway research.

SERVICES PROVIDED ON REQUEST:
Serves as clearing house for information on completed and current research on all phases of highway development.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Local, state, and federal highway agencies and officials.

STAFF:
Size: 9
Names and Titles of Principal Officers and Staff Members:
Roy Crum, Director
Fred Burggraf, Associate Director

AFFILIATIONS:
National Research Council.

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INSTITUTE OF TRAFFIC ENGINEERS (See XIII. Motor Vehicle Traffic)

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

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NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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PUBLIC ROADS ADMINISTRATION

Established 1939

NAME AND ADDRESS OF AGENCY:
Public Roads Administration
Federal Works Agency
Washington 25, D. C.
Division Office for Tennessee:
204 Ten Forsyth Street Building
Atlanta 3, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers annual authorizations to aid states in road construction and cooperates with other federal agencies in construction of roads on federally owned areas.

SERVICES PROVIDED ON REQUEST:
Conducts research in all aspects of highway finance and administration in cooperation with state highway departments; furnishes data on relative costs and efficiencies of various materials and practices employed in highway construction and maintenance; serves as consultant to state highway departments in connection with urban highway projects; collects and disseminates information on highway use, needs, and financing.

CHARGES FOR SERVICES:
None.
SERVICES AVAILABLE TO:
State and local highway agencies and officials.

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STREET AND TRAFFIC SAFETY LIGHTING BUREAU

Established 1936

NAME AND ADDRESS OF AGENCY:
Street and Traffic Safety Lighting Bureau
155 East 44th Street
New York 17, New York

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes traffic safety as it is influenced by street lighting.

SERVICES PROVIDED ON REQUEST:
Provides informational service and literature, including recommended standards and technical papers on street lighting.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Municipal, state, and federal officials; anyone interested in street lighting.

STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
F. J. Martin, Secretary

AFFILIATIONS:
Street Lighting Section, National Electrical Manufacturers Association.

SOURCES OF FINANCIAL SUPPORT:
Member companies of Street Lighting Section, National Electrical Manufacturers Association.

State Agencies

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

Established 1914

NAME AND ADDRESS OF AGENCY:
Department of Highways and Public Works
State of Tennessee
304 War Memorial Building
Nashville 3, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Locates, constructs, and maintains the state highway system, which is correlated with the national highway system.

SERVICES PROVIDED ON REQUEST:
Collects and analyzes data relating to the physical and economic aspect of highway development in Tennessee, in cooperation with

the Public Roads Administration of the Federal Works Administration; administers the county highway fund (two cents of the seven-cent tax on gasoline) for counties which elect to have such fund expended by the state; cooperates with counties and the federal government in the construction of roads, bridges, elimination of railroad crossings, and other traffic accommodations in the federal and state primary and secondary highway systems; constructs, reconstructs, improves, and maintains the full width of city streets which compose a part of the state highway system, if the municipality does not have the equipment to perform that job for itself; enters into cooperative agreements to reimburse any municipality performing such functions.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
Local officials; the traveling public.

STAFF:
Size: 153
Names and Titles of Principal Officers and Staff Members:
C. W. Phillips, Commissioner
W. T. Brooks, State Highway Engineer

SOURCES OF FINANCIAL SUPPORT:
The Highway Fund is made up of portions of the state's tax on gasoline, plus portions of the motor vehicle licenses; federal grants.

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TENNESSEE COUNTY HIGHWAY ASSOCIATION

Established 1922

NAME AND ADDRESS OF AGENCY:
Tennessee County Highway Association
1024 Fairwin Avenue
Nashville 6, Tennessee

TYPE OF AGENCY:
Quasi-public; nonprofit; seventy-five counties represented; officials membership consists of county judges, county highway superintendents or commissioners, engineers, and secretaries of highway commissions; associate membership consists of equipment and material dealers.

MAJOR ACTIVITIES:
Keeps highway officials informed as to the best methods of financing their road programs and of performing the function of road building and maintenance.

SERVICES PROVIDED ON REQUEST:
Furnishes advice on technical and financial problems; sends delegates to meetings of the American Roadbuilders' Association and to the meetings of the national, regional, and state highway officials' associations, which delegates make available the information obtained at these meetings to the County Highway Association and through it to the county officials; obtains similar information through the extension of invitations to outside speakers at its own meetings; cooperates with the United States Public Roads Administration and the Tennessee Department of Highways and Public

Works in informing and advising legislative and administrative officials; adopted the *Hurst Construction News*, a monthly magazine, as its official publication.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
The General Assembly; the Governor and his staff; state and local officials; contractors; equipment and material dealers.

STAFF:
Names and Titles of Principal Officers and Staff Members:
W. R. Kinton, President, Trenton County
C. C. Thacker, Executive Secretary-Treasurer, Nashville

AFFILIATIONS:
American Road Builders Association; National Association of County Highway Officials.

SOURCES OF FINANCIAL SUPPORT:
Membership dues from officials and associate members.

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XXVII. WASTE DISPOSAL

Sound methods for the treatment and disposal of sewage and other forms of refuse are of paramount importance in the development of effective sanitation programs. The primary sources of technical services in this field are quasi-public agencies on the national level and governmental agencies on the state level. Scientific laboratory testing methods are used by state agencies giving advice on sewage treatment to cities and industrial establishments whose systems fall below standard.

National Agencies

AMERICAN PUBLIC WORKS ASSOCIATION (See XXI. Public Works)

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AMERICAN SOCIETY OF SANITARY ENGINEERING (See XXIV. Water, Electric, Gas, and Transportation Systems)

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BROOKINGS INSTITUTION (See I. Governmental Organization)

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FEDERATION OF SEWAGE WORKS ASSOCIATIONS

Established 1928

NAME AND ADDRESS OF AGENCY:
Federation of Sewage Works Associations
325 Illinois Building
Champaign, Illinois

TYPE OF AGENCY:
Membership consists of state, regional, and foreign organizations of sewage works technicians.

MAJOR ACTIVITIES:
Promotes advancement of fundamental and practical knowledge concerning all phases of sewage and industrial waste disposal.

SERVICES PROVIDED ON REQUEST:
Publishes *Sewage Works Journal,* bimonthly ($5 per year), and manuals of practice on special topics; provides information and advisory services on sewage and industrial waste disposal problems.

CHARGES FOR SERVICES:
None except for publications.

SERVICES AVAILABLE TO:
All state and local agencies and officials concerned with waste disposal.

STAFF:
Size: 2
Names and Titles of Principal Officers and Staff Members:
W. H. Wisely, Executive Secretary and Editor
S. C. Martin, Executive Assistant

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INTERNATIONAL CITY MANAGERS' ASSOCIATION (See I. Governmental Organization)

NATIONAL MUNICIPAL LEAGUE (See I. Governmental Organization)

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

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TENNESSEE VALLEY AUTHORITY (See XIX. Natural Resources)

State Agencies

DIVISION OF SANITARY ENGINEERING (See XVI. Public Health)

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TENNESSEE STATE PLANNING COMMISSION (See XXII. Planning, Zoning, and Housing)

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED (See V. Taxation and Revenue)

XXVIII. OFFICE SERVICES

Assistance to state and local officials on office organization and management is available from a limited number of agencies. In addition to the research and informational services in the general field of office management, assistance is provided in certain specialized fields such as the installation of accounting and budgeting systems, and library filing and cataloging.

National Agencies

NATIONAL ARCHIVES (See XV. Libraries)

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NATIONAL OFFICE MANAGEMENT ASSOCIATION

Established 1919

NAME AND ADDRESS OF AGENCY:
National Office Management Association
12 East Chelten Avenue
Philadelphia 44, Pennsylvania

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Promotes free exchange of ideas on office organization and management.

SERVICES PROVIDED ON REQUEST:
Provides research service on office organization and management; publishes *NOMA Forum,* monthly ($5 per year), various current brochures, *Manual of Office Short Cuts* ($3.50), *Office Management—A Handbook* ($6), and *Proceedings* of annual conferences ($5).

CHARGES FOR SERVICES:
None except annual membership dues.

SERVICES AVAILABLE TO:
Members and representatives of member business firms; certain non-members.

STAFF:
Size: 5
Names and Titles of Principal Officers and Staff Members:
W. H. Evans, Secretary-Treasurer
H. A. Warner, Public Relations
A. C. Spangler, Field Services
V. W. Fry, Research (Standards)

AFFILIATIONS:
Has 95 chapters in North America.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

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PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

* * *

PUBLIC ADMINISTRATION SERVICE (See I. Governmental Organization)

State Agencies

BUREAU OF RESEARCH (See VI. Budgets and Accounts)

* * *

COMPTROLLER OF THE TREASURY (See VI. Budgets and Accounts)

XXIX. VETERANS' AFFAIRS

The program of veterans assistance is primarily one of a government-individual relationship. However, federal agencies give some assistance and information to state and local agencies engaged in retraining, reemployment, vocational education, and vocational rehabilitation of persons released from the armed services.

National Agencies

RETRAINING AND REEMPLOYMENT ADMINISTRATION

Established 1944

NAME AND ADDRESS OF AGENCY:
Retraining and Reemployment Administration
United States Department of Labor
Washington, D. C.

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Has general supervision of the activities of all existing executive agencies (except Veterans Administration and the Administrator of Veterans Affairs) relating to retraining and reemployment of persons released from the armed services or other war work.

SERVICES PROVIDED ON REQUEST:
Coordinates activities of federal agencies with those of state and local agencies engaged in retraining, reemployment, vocational education, and vocational rehabilitation.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local agencies concerned with retraining and reemployment.

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VETERANS ADMINISTRATION

Established 1930

NAME AND ADDRESS OF AGENCY:
Veterans Administration
Washington, D. C.

Branch Office for Tennessee:
Atlanta, Georgia

TYPE OF AGENCY:
Federal.

MAJOR ACTIVITIES:
Administers laws relating to benefits provided by law for former members of the military and naval forces.

SERVICES PROVIDED ON REQUEST:
Supplies information and advice on all phases of programs or proposals designed to benefit veterans.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
All governmental units.

State Agencies

EPARTMENT OF VETERANS AFFAIRS
Established 1945

NAME AND ADDRESS OF AGENCY:
Department of Veterans Affairs
State of Tennessee
323 Seventh Avenue North
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Advises veterans and their families of their rights, privileges, and immunities.

SERVICES PROVIDED ON REQUEST:
Cooperates with other service agencies in informing veterans and dependents of educational and training facilities and other facilities and benefits; cooperates with federal, state, and local governments and private agencies in securing such benefits.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
State and local veterans' agencies.

STAFF:
Size: 16
Names and Titles of Principal Officers and Staff Members:
G. W. Steagall, Director, Nashville

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

XXX. JUDICIAL ADMINISTRATION

Field surveys and recommendations for the reorganization and improvement of the administration of justice are undertaken by several quasi-public agencies on the national level. These include general court systems, and special surveys of probation systems and juvenile and domestic relations courts. One public agency on the state level gives advice on matters of rules and procedures involved in the process of judicial administration. Studies are made of existing statutes relating to judicial procedure and improvements are suggested in procedural law on the basis of data collected on the operation of the courts of the state.

National Agencies

AMERICAN MUNICIPAL ASSOCIATION (See I. Governmental Organization)

* * *

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION (See I. Governmental Organization)

* * *

BROOKINGS INSTITUTION (See I. Governmental Organization)

* * *

INSTITUTE OF PUBLIC ADMINISTRATION (See I. Governmental Organization)

* * *

NATIONAL PROBATION AND PAROLE ASSOCIATION, INCORPORATED (See XVIII. Correctional Institutions and Probation)

* * *

PUBLIC ADMINISTRATION CLEARING HOUSE (See I. Governmental Organization)

State Agencies

BAR ASSOCIATION OF TENNESSEE
Established 1881

NAME AND ADDRESS OF AGENCY:
Bar Association of Tennessee
American Trust Building
Nashville 3, Tennessee

TYPE OF AGENCY:
Private; nonprofit.

MAJOR ACTIVITIES:
Attempts to improve administration of justice in Tennessee.

SERVICES PROVIDED ON REQUEST:
Through its several committees it gives advice on the passage of procedural legislation, on matters of rules and procedures coming up in the process of judicial administration.

CHARGES FOR SERVICES:
None.

STAFF:
Names and Titles of Principal Officers and Staff Members:
Aubrey Folts, President, Chattanooga
Thomas O. H. Smith, Secretary-Treasurer, Nashville

AFFILIATIONS:
American Bar Association.

SOURCES OF FINANCIAL SUPPORT:
Membership dues.

* * *

JUDICIAL COUNCIL

Established 1943

NAME AND ADDRESS OF AGENCY:
Judicial Council
State of Tennessee
Supreme Court Buildmg
Nashville, Tennessee

TYPE OF AGENCY:
State; nonprofit.

MAJOR ACTIVITIES:
Collects quantitative and qualitative data on the operation of the courts of the state; recommends changes in procedural law on the basis of these data.

SERVICES PROVIDED ON REQUEST:
Studies existing statutes relating to judicial procedure and suggests improvements in these practices; publishes a list of statutes passed upon its recommendation at the end of each session of the General Assembly.

CHARGES FOR SERVICES:
None.

SERVICES AVAILABLE TO:
The General Assembly; the judges of the state; the Tennessee Bar Association.

STAFF:
Size: 17 members who receive no compensation for their services
Names and Titles of Principal Officers and Staff Members:
A. B. Neil, Chairman, Nashville
Nat Tipton, Executive Secretary, Memphis

SOURCES OF FINANCIAL SUPPORT:
State appropriations.

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TENNESSEE TAXPAYERS ASSOCIATION, INCORPORATED

(See V. Taxation and Revenue)

INDEX OF AGENCIES INCLUDED IN THE GUIDE

(Reference is to page of main entry)

Agricultural Experiment Station, 71
Airport Development Laboratory, 148
American Association for Adult Education, 61
American Association of School Administrators, 62
American Association of State Highway Officials, 151
American Automobile Association, 53
American Council on Education, 62
American Council on Race Relations, 98
American Federation of State, County and Municipal Employees, 20
American Forestry Association, The, 110
American Foundation for the Blind, Incorporated, 99
American Hospital Association, 87
American Institute of Accountants, 31
American Institute of Park Executives, 137
American Library Association, 83
American Management Association, 1
American Municipal Association, 1
American Psychiatric Association, 87
American Public Health Association, 88
American Public Power Association, 142
American Public Welfare Association, 99
American Public Works Association, 125
American Rehabilitation Committee, Incorporated, 63
American Road Builders Association, 152
American Society of Planning Officials, 129
American Society for Public Administration, 2
American Society of Sanitary Engineering, 143
American Water Works Association, 143
Antitrust Division, 14
Area Development Division, 120
Association of American Colleges, 64
Association of State Planning and Development Agencies, 121
Automotive Safety Foundation, 54

Bar Association of Tennessee, 163
Brookings Institution, 2
Building Officials Foundation, 130
Bureau of Aeronautics, 149
Bureau of Agricultural Economics, 121
Bureau of the Census, 3
Bureau of Federal Supply, 37
Bureau of Foreign and Domestic Commerce, 122
Bureau of Highway Traffic, 54
Bureau of Internal Revenue, 25
Bureau of Labor Statistics, 122
Bureau of Mines, 123
Bureau of Narcotics, 48
Bureau of Public Administration, The, 8
Bureau of Research, 33
Child Welfare League of America, Incorporated, 100
Children's Bureau, 101
Civil Aeronautics Administration, 147
Civil Service Assembly of the United States and Canada, 21
Comptroller of the Treasury, 34
Cooperative Extension Work, Agriculture and Home Economics, 73
Cooperative Test Service, 65
Coordinator of Public Health Education, 74
Corps of Engineers, 126
Council of State Governments, 4

Department of Employment Security, 17
Department of Highways and Public Works, 154
Department of Personnel, 23
Department of Public Health Education, 75
Department of Public Welfare, 105
Department of Veterans Affairs, 162
Division of Finance, 34
Division of Forestry, 115
Division of Geology, 116
Division of Health Education, 76
Division of Instructional Materials and Library Service, 85
Division of Labor Standards, 102
Division of Laboratories, 91
Division of Preventable Diseases, 92
Division of Sanitary Engineering, 93
Division of Surveys and Field Services, 65
Division of Tax Research, 25
Division of Tuberculosis Control, 94
Division of University Extension, 77
Division of Vocational Education, 78

Educational Service, 116
Eno Foundation for Highway Traffic Control, 55

Federal Bureau of Investigation, 48
Federal Communications Commission, 126
Federal Fire Council, 44
Federal Hospital Council, 89
Federal Power Commission, 144
Federal Reserve Banks, 123
Federation of Sewage Works Associations, 157
Federation of Tax Administrators, 26
Field Service, 79
Fish and Wildlife Service, 111
Food and Drug Administration, 89
Forest Service, 111

Geological Survey, 112

Highway Patrol Division, 59
Highway Research Board, 152
Hospital Bureau of Standards and Supplies, Incorporated, 38

Institute of Public Administration, 5
Institute of Traffic Engineers, 56

International Association of Chiefs of Police, 49
International Association of Fire Chiefs, 44
International City Managers' Association, 5
Interstate School Building Service, 66

Judicial Council, 164

Library of Congress, 84
Local Health Service, 95

Municipal Finance Officers Association of the United States and Canada, 32

National Archives, 84
National Association of Assessing Officers, 27
National Association of County Officials, 14
National Association of Housing Officials, 131
National Association of Purchasing Agents, Incorporated, 38
National Association of Railroad and Utilities Commissioners, 145
National Association of State Aviation Officials, 148
National Automobile Theft Bureau, 50
National Board of Fire Underwriters, 45
National Bureau of Standards, 39
National Civil Service League, 22
National Conservation Bureau, 56
National Education Association of the United States, 67
National Fire Protection Association, 46
National Housing Agency, 131
National Institute of Municipal Law Officers, 15
National Institute of Governmental Purchasing, Incorporated, 39
National Municipal League, 6
National Office Management Association, 159
National Park Service, 138
National Probation and Parole Association, Incorporated, 108
National Recreation Association, 139
National Roadside Council, 132
National Safety Council, 67
National Tax Association, 27
Northwestern University Traffic Institute, 57

Office of the Attorney-General and Reporter, 18
Office of Experiment Stations, 68
Office of the Recreation Planner, 139
Office of Vocational Rehabilitation, 68
Osborne Association, Incorporated, The, 109

Public Administration Clearing House, 6
Public Administration Service, 7
Public Roads Administration, 153

Regional Materials Service, 69
Retraining and Reemployment Administration, 161
Rural Electrification Administration, 145

Safety Education Division, 80
Social Security Administration, 103
Society of American Foresters, 112
Soil Conservation Service, 113
Southern Educational Film Production Service, Incorporated, 70
Southern Regional Council, 103
Southern Rural Life Council, 104
State Conference of Social Work, 106
State Consolidation Committee, 9
State Soil Conservation Committee, 117
Statistical Service, 96
Street and Traffic Safety Lighting Bureau, 154

Tax Institute, Incorporated, The, 28
Tennessee Association of Housing Authorities, 133
Tennessee Community Services Council, 134
Tennessee Conservation League, 118
Tennessee County Highway Association, 155
Tennessee County Officials Association, 12
Tennessee Crop Improvement Association, 118
Tennessee Education Association, 80
Tennessee Historical Society, 81
Tennessee League of Women Voters, 81
Tennessee Library Association, 86
Tennessee Municipal Association, 41
Tennessee Municipal Finance Officers Association, 35
Tennessee Municipal League, 13
Tennessee Outdoor Writers' Association, 140
Tennessee Public Health Association, 96
Tennessee State Planning Commission, 135
Tennessee Taxpayers Association, Incorporated, 29
Tennessee Tuberculosis Association, 97
Tennessee Valley Authority, 113
Traffic Division, International Association of Chiefs of Police, 58

United States Conference of Mayors, 16
United States Office of Education, 71
United States Public Health Service, 90
Urban Land Institute, 132

Veterans Administration, 161

Wildlife Management Institute, 114
Women's Bureau, 105

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*Aviation and Airport Legislation in Tennessee, in cooperation with The University of Tennessee Airport Development Laboratory, August, 1945. Pp. 28, mimeo. (Revised edition in preparation).

The Administrative Release System of the Tennessee Valley Authority, by Herbert F. Gough, Tennessee Valley Authority, October, 1945. Pp. 62, mimeo. Revised April, 1947, and Re-issued December, 1947. Pp. 71, mimeo.

The Development of Labor Legislation in Tennessee, by Virginia Holmes Brown. The University of Tennessee Record, November, 1945, Vol. 48, No. 6. Pp. 79.

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*Major Factors in Financing Local Sewerage Works in Tennessee, by Vernon Morrison, Tennessee Valley Authority, August, 1946. Pp. 12, mimeo.

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Twenty-Five Years of the City Manager Plan, by Lee S. Greene. The University of Tennessee Record, Extension Series, October, 1946, Vol. XXII, No. 4. A reprint from an earlier publication.

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Proceedings of the Sixth Annual Southern Institute of Local Government, January, 1947. Pp. iv, 68.

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Directory of Tennessee Municipal Officials, October, 1947. Pp. 39, mimeo.

*Municipal Finance Study, Paris, Tennessee Planning Commission. Prepared for the Tennessee State Planning Commission with the Assistance of the Tennessee Valley Authority.

Public Care: A History of Public Welfare Legislation in Tennessee, by Virginia Ashcraft. The University of Tennessee Record, November, 1947, Vol. 50, No. 6. Pp. vii, 91.

Proceedings of the Seventh Annual Southern Institute of Local Government. The University of Tennessee Record, January, 1948, Vol. 51, No. 1. Pp. vii, 33.

Guide to Technical Services Available to State and Local Agencies in Tennessee. The University of Tennessee Record, Extension Series, April, 1948, Vol. XXIV, No. 2. Pp. x, 168.

*Out of Print.

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TENNESSEE GOVERNMENT, bimonthly, 4 to 6 pages, printed.

TENNESSEE ASPA NEWS LETTER, news bulletin of the Tennessee Chapter of the American Society for Public Administration, mimeo.

TMFOA NEWS LETTER, news bulletin of the Tennessee Municipal Finance Officers Association, bimonthly, 4 to 6 pages, mimeo.

(*In Preparation*)

THE ADMINISTRATION OF PUBLIC HOUSING PROJECTS IN TENNESSEE, by W. F. Larsen.

THE CONTROL OF WATERFRONT PROPERTY IN TENNESSEE, by Edith Foster.

RESCUED EARTH: A STUDY OF PUBLIC ADMINISTRATION OF NATURAL RESOURCES IN TENNESSEE, by Lee S. Greene, Virginia Holmes Brown, and Evan A. Iverson.

THE PROVISION OF TECHNICAL SERVICES IN TENNESSEE, in cooperation with the Tennessee State Planning Commission.

THE ADMINISTRATION OF TENNESSEE LABOR LEGISLATION, by Virginia Holmes Brown.

BUDGET ADMINISTRATION IN THE TENNESSEE VALLEY AUTHORITY, by Donald C. Kull.