JUL 30 2025 PM12:46

REFERENCE SERVICE SLIP
Archival Research Room Record Request
National Archives at St. Louis

Date: 8/4/2025

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Russell, William, W.		

MILITARY SERVICE

Branch of Service:

- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:

- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):

- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location)		
Lighthouse Service (FL)		
From: 1917	To: 1918	
(Agency & Location)		
From:	To:	
(Agency & Location) 2 folders		
From:	To:	

Other Identifying Information (Maiden Name, Job Title, etc.)

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0006051228

CMRS Search Request Number(s): submitted to archival search 7/31/25

Attendant Signature:

Remarks:

25 AUG 11 AM 9:34:13

SCREENING NOTES

☐ Reviewed and Nothing Removed JTH ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

RUSSELL, WILLIAM W.

RUSSELL, WILLIAM W.

HRW-JL

Washington D C October 20 4

Lighthouse Inspector,
Key West Florida

Assign Russel Sanibel Island today or entrance
Make further investigation ~~relative~~ Lopez Submit early report ~~and~~
recommendation

PUTNAM

Commissioner

Sent Department, 4:35 p.m.,
J.E.H.
10/20/14.

Prepared for approval of Secy

HBB

✓

✓

HRW

RECEIVED
OCT 21 1914
HOUSE

Hydrog.
Engr. Cons.
Mar. Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

October 21, 1914.

Commissioner of Lighthouses:

For the reasons set forth in telegram from the Seventh Inspector's office of the 20th instant, and in accordance with the Bureau's recommendation of the same date, the Department has authorized the temporary additional position of assistant keeper of Sanibel Island Light Station, Florida, at $504 per annum, for a period not to exceed one month, effective on the date the person to be appointed thereto enters on duty.

In accordance with the Bureau's further recommendation, the Department has authorized the assignment of William W. Russel to duty in the above-mentioned position, effective October 20, 1914, or thereafter, provided he has not two or more members of his family in the Government service and the local district secretary approves. A formal temporary appointment will be issued to Mr. Russel upon receipt of the usual form of nomination, approved by the district secretary.

By direction of the Secretary:

(SIGNED) T. J. FITZGERALD
Acting Chief Clerk.

Bureau of Lighthouses, Washington.
OCT 22 1914

To Lighthouse Inspector, Key West, Fla.
for his information, guidance, and files of office. See Duncan telegram of Oct. 20, 1914. Submit nomination in this case

B2
Acting Commissioner.

HRW-JEL

November 11, 1914.

SUBJECT: Form 73, of October 21, 1914, for the probationary appointment of William W. Russell.

Returned to Lightgouse Inspector, Key West, Fla., with directions that he submit a recommendation on form 73 for the temporary appointment of William W. Russell to the temporary additional position of assistant keeper of Sanibel Island Light Station, Fla., for a period not to exceed one month, in accordance with Department letter of October 21, 1914. State the actual date of entrance on duty of Russell as temporary additional assistant keeper, on the nomination for his temporary appointment.

Invite the attention of the local district secretary to the fact that your form 73 for the probationary appointment of Russell which was received in his office on October 23, 1914, was not received by the Bureau until November 10, 1914. Request him to kindly expedite action on these forms in order that there may be no undue delay in action taken thereon. You are also advised that a similar delay occurred in the case of your form 73 for the probationary appointment of Morris Maine as assistant keeper at Cedar Keys Light Station, Fla.

Resubmit through the district secretary your nomination for the probationary appointment of Russell, at the same time you send him the nomination for the temporary appointment, and change date of effect on nomination for probationary appointment to the date immediately succeeding that on which the temporary additional position authorized by Department letter of October 21, 1914, expires. Explain the matter by letter to the district secretary and request that the matter be expedited so that the Bureau and the Department may act on your recommendation for probationary appointment before the expiration of the temporary position now held by Russell.

No further action in this matter will be taken by the Bureau until the receipt of the proper recommendations.

Acting Commissioner

JBL

November 16, 1914.

SUBJECT: Personnel question sheet, William W. Russell.

Returned to Lighthouse Inspector, Key West, Fla., that Part II, thereof, may be signed by the Inspector, and the sheet returned as soon as practicable.

Acting Commissioner

WTR.

Form 73

NOV 16 1914

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT NOV 19 1914 HOUSE

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla. (City.) October 21 (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment, for period not to exceed thirty days.

Name, William W. Russell. Legal residence, Florida.

Position, Temporary Additional Assistant Keeper. Salary, $504.A.

Location, Sanibel Island Light Station, Fla. Appropriation, Salaries, Keepers of Lighthouses.

Effective October 20, 1914. { the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, - Former salary, -

Location, -

Rank on eligible list, 3 Rating, Asst. Keeper. Percentage, 86., Other eligibles considered: A. E. Brooks, C; Wm. L. M. Demere, C.

Previous incumbent, ~~New position.~~ Services terminated, ~~October 8, 1914.~~

Reason, ~~Has been missing from his station without permission since October 8, 1914, and his whereabouts are unknown.~~

Relatives in Government Service, None.

Remarks: Quarters are provided at this station for families of keepers.

Selection regular, subject to the action of the U. S. Civil Service Commission. NOV 16 1914, 191

A Hilgren
Acting Secretary, 5 Civil Service District.

Demerritt
Inspector.

x Changed in Bureau.
HRW-JL

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 20 1914

Submitted to the Secretary of Commerce, approved.
See Department letter of October 21, 1914, authorizing the assignment of Russell to duty, and also authorizing this temporary new position.

HTBB
Acting Commissioner

[1] Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

LIGHT
NOV 21 1914
HOUSES

November 20, 1914.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Additional Assistant Keeper of Sanibel Island Light Station, Florida,

in the Lighthouse Service

at a salary of Five Hundred and Four dollars per annum,

effective on the date on which you entered upon duty in the above-mentioned position.

Your appointment will continue for a period not to exceed one month.

ED Oct 21 1914. gk

By direction of the Secretary:

Respectfully,

C

(SIGNED) GEO. W. LEAPLEY,
Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Florida.

Last day of service Nov. 19/1914

11—3692

NOV 21 1914

WTR.
Form 73

RECEIVED
NOV 16 1914
FIFTH DISTRICT BOARD
NOV 19 1914
HOUSES

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

11-20-14 Tel 7

Key West, Fla. (City.), November 14 (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, William W. Russell. Legal residence, Florida.

Position, Assistant Keeper. Salary, $504.A.

Location, Sanibel Island Light Station, Fla. Appropriation, Salaries, Keepers of Lighthouses.

Effective November 20, 1914. [1] the actual date of entrance on duty, or ~~as soon thereafter as he enters on duty~~.

Former position, Temporary Additional Assistant Keeper. Former salary, $504.A.

Location, Sanibel Island Light Station, Florida.

Rank on eligible list, 3 Rating, Asst. Keeper. Percentage, 86. , Other eligibles considered:

A. E. Brooks, C; Wm. L. M. Demere, C.

Previous incumbent, ~~himself.~~ John M. Lopez Services terminated, October 8, 1914. ~~November 19, 1914.~~

Reason, ~~Expiration of appointment.~~ Dismissed for absence without permission.

Relatives in Government Service, None.

Remarks: Quarters are provided at this station for families of keepers.

Selection regular, subject to the action of the U. S. Civil Service Commission. NOV 16 1914, 191

Ahlgren
Acting Secretary, 5 Civil Service District.

Demeritt
Inspector.

Recd 4.00 Pd 11/19/14

HRW

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 20 1914

Submitted to the Secretary of Commerce, approved. See separate form 73 submitted today for the temporary appointment of Russell.

HBB
Acting Commissioner

[1] Strike out the clause which does not apply.

11—2314

HRW-McC

Washington D C November 20 1914

Lighthouse Inspector Key West Florida

Russell probationally appointed assistant keeper Sanibel effective today or entrance hereafter

Putnam

Commissioner

Today's journal

Sent today 11/20/14

PROBATIONARY APPOINTMENT

Department of Commerce and Labor

APPOINTMENT DIVISION

Washington

LIGHT
NOV 21 1914
HOUSES

November 20, 1914.

Mr William W. Russell,

Through the Commissioner of Lighthouses.

You have been appointed, subject to taking the oath of office,

Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Four dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. ----, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

E.D. Nov. 20/1914.

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEADLEY.

C Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: John M. Lopez.

Legal Residence: Florida.

NOV 21 1914

11—1394

Form 73

NOMINATION

LHP.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
DEC 24 1915
HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla. (City.) December 21, 1915. (Date.), 191

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, increase in salary.

Name, **William W. Russell.** Legal residence, **Florida.**

Position, **Assistant Keeper.** Salary, **$516.00.**

Location, **Sanibel Island L. S.** Appropriation, **Salaries, L.H.Keepers.**

Effective **January 1, 1916.** {[1] ~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Assistant Keeper. Former salary, **$504.00**

Location, **Sanibel Island L. S.**

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

Previous incumbent, Services terminated,

Reason,

Relatives in Government Service,

Remarks: Above recommendation made in accordance with Bureau's Instructions of December 17, 1915.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

Secretary, Civil Service District.

Inspector.

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 28 1915

Submitted to the Secretary of Commerce, approved.

Acting Commissioner

[1] Strike out the clause which does not apply.

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

LIGHT
JAN 3 1916
HOUSES

December 30, 1915.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Assistant Keeper in the Lighthouse Service at a salary of Five Hundred and Sixteen dollars per annum, effective January 1, 1916.

(By increase in compensation from $504 per annum.)

END Jan 1/1916

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS
Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Florida.

11—1393

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 7th. DISTRICT,

Key West, Fla. (City.) October 3rd. 1917 (Date.)

LIGHT OCT 5 1917 HOUSES

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer.

Name, **William W. Russell,** Legal residence, **Florida.**

Position, **Second Assistant Keeper,** Salary, **$480. A.**

Location, **American Shoal Lightstation.** Appropriation, **Salaries, Keepers of Light-Houses.**

Effective **November 1, 1917.** {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Engr. Cons.
Mar Engr.
Personnel
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

Former position, Assistant Keeper. Former salary, **$516.00**

Location, **Sanibel Island Lightstation.**

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

Previous incumbent, Richard Barry Services terminated, **October 31, 1917.**

Reason, **Promotion and transfer to Sanibel Island Lightstation.**

Members of family in Government Service, None.

Remarks: This transfer is recommended in accordance with enclosed request of Wm. W. Russell.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

W. W. Russell

Secretary, Civil Service District. **Lighthouse Inspector.**

BUREAU OF LIGHTHOUSES
WASHINGTON

1 incl.

OCT 8 1917

Submitted to the Secretary of Commerce, approved.

Mr. Russell's letter of September 29, 1917, requesting the above transfer, is inclosed.

Acting Commissioner.

[1] Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE

APPOINTMENT DIVISION

WASHINGTON

LIGHT
OCT 12 1917
HOUSES

October 11, 1917.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $516 per annum.)

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings.

Chief of Appointment Division.

C
E

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Richard Barry.

Legal Residence: Florida.

1—3692

7 Insp.

LIGHT
MAR 21 1918
HOUSES

March 20, 1918.

Sir:

The Department is in receipt of your resignation, dated March 12, 1918, as second assistant keeper of American Shoal Light Station, Florida, at $480 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of April 30, 1918.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

Mr. William W. Russell,
Through the Commissioner of Lighthouses.

7 Insp.

N
C

ADDRESS THE COMMANDANT, U. S. COAST GUARD
AND REFER TO No. CP-75

HEADQUARTERS

TREASURY DEPARTMENT

UNITED STATES COAST GUARD

WASHINGTON

10 August, 1939.

SUPT. OF LT. HSE. AUG 15 1939 KEY WEST, FLA.

RECEIVED 14 AUG 1939 U. S. COAST GUARD Jacksonville District

8/29 and

From: Commandant.
To: Commander, Jacksonville District.

Subject: Statement of service during World War, William W. Russell, keeper, 7th lighthouse district.

Inclosure: 1. Bureau of Navigation, Navy Department, letter of August 2.

For compliance. Submit report, in duplicate, by indorsement on the Navy's letter, stating whether vessel or station was transferred to the jurisdiction of War and/or Navy Department in accordance with Executive Order for the period in question. Also state whether or not services were considered honorable.

By direction,

R J Gross

R. J. Gross,
Assistant to the Chief Personnel Officer.

---

75 DISTRICT OFFICE 1st Indorsement Jacksonville, Florida.
14 August, 1939.

From: Commander Jacksonville District.
To : Superintendent of Lighthouses, Key West, Fla.

1. Forwarded.

W K Scammell

W. K. SCAMMELL,
Acting.

---

75 VAA:BEB 2nd. Indorsement Key West, Fla.
22 August 1939

RECEIVED 25 AUG 1939 U. S. COAST GUARD Jacksonville District

From: Superintendent of Lighthouses, Key West, Fla.
To: Commander Jacksonville District

1. Returned.

2. The following information is from the records of this office:

U. S. COAST GUARD 4
REC'D AUG 28 1939 By

75

William W. Russell, Assistant Keeper Sanibel Island L. H. Oct. 21, 1914 to Nov. 5, 1917, Second Assistant Keeper American Shoal L.H. Nov. 6, 1917 to April 30, 1918. Neither of the Lighthouses in question were transferred to Naval jurisdiction or War Department during the period in question.

Wm. W. Demeritt.

---

75 DISTRICT OFFICE 3rd Indorsement Jacksonville, Florida, 25 August, 1939.

From: Commander Jacksonville District.
To : Commandant.

Subject: Statement of service during World War, William W. Russell, keeper, 7th Lighthouse district.

1. Forwarded.

W. L. MALONEY,
By direction.

(COPY)EK
NAVY DEPARTMENT
BUREAU OF NAVIGATION
Washington,D.C.

Nav-642-8-EMA

2 August, 1939.

From: The Chief of the Bureau of Navigation.
To: The Commandant, U. S.Coast Guard.

Subject: Russell, William W., Asst.Lighthouse Keeper, USLHS
Request for Statement of Service.

1. It is requested that this Bureau be informed as to whether the subject named man was transferred to Naval jurisdiction during the World War. If so, a statement of his service should be furnished to be used in connection with his claim for adjusted compensation.

2. Russell gives the date and place of his birth on his application as 22 June 1868 at Key West, Florida. Service is claimed as follows:

	From	To
Sanibel Island	5 April 1917	31 October 1917
American Shoal	1 November 1917	30 April 1918

C.W.Mintz
Chief of Bureau

C.B.Hatch
by direction.

1st Indorsement. CP-75
Coast Guard Headquarters, 29 August, 1939.

From: Commandant.
To: Chief, Bureau of Navigation, Navy Department, Washington, D. C.

Returned with statement that William W. Russell served as keeper at Sanibel Island Light Station from 21 October, 1914 to 5 November, 1917,and at American Shoal Light Station from 6 November,1917, to 30 April, 1918. Neither of these stations, however, were transferred to the jurisdiction of the War and/or Navy Department by Executive Order dated 11 April, 1917.

By direction of the Commandant,

RECEIVED
AUG 30 1939
MAIL DESK

C. H. JONES,
Commander, U. S. Coast Guard,
Chief Personnel Officer.

RG

JUL 30 2025 PM12:46

REFERENCE SERVICE SLIP
Archival Research Room Record Request
National Archives at St. Louis

Date: 8/4/2025

REQUESTER INFORMATION

Name (Please Print – Last, First, Middle)	Researcher ID Card Number
Burns, Andrew	4563213
E-Mail Address:	**Phone Number:**
afbfg4@umsl.edu	636-415-7353

INFORMATION NEEDED TO LOCATE RECORDS (Furnish as much as possible)

Name used in Service (Please Print – Last, First, Middle)	Service Number/SSN	Date & Place of Birth
Russell, William, W.		

MILITARY SERVICE

Branch of Service:

- ☐ Air Force
- ☐ Army Air Corps
- ☐ Army Air Force
- ☐ Army
- ☐ Marine Corps
- ☐ Navy
- ☐ Coast Guard
- ☐ Unknown

Type of Rank:

- ☐ Enlisted
- ☐ Officer
- ☐ Unknown

Service Period (Check all that apply):

- ☐ 1939 & Prior
- ☐ 1940 - 1950
- ☐ 1950 & After

Date & Place of Death:

State of Residence (upon entry into service):

Other Identifying Information (Parent's Names, CSC Number, etc.)

Researcher Signature: Andrew Burns

CIVILIAN SERVICE

(Agency & Location) Lighthouse Service (FL)

From: 1917 To: 1918

(Agency & Location)

From: To:

(Agency & Location) 2 folders

From: To:

Other Identifying Information (Maiden Name, Job Title, etc.)

This Space Intentionally Left Blank

STAFF USE ONLY

Appointment Time and Date:

Additional Researchers: ☐ Yes ☐ No

CMRS Service Request Number: C-0006051228

Attendant Signature:

CMRS Search Request Number(s): submitted to archival search 7/31/25

Remarks:

25 AUG 11 AM 9:34:13

SCREENING NOTES

☐ Reviewed and Nothing Removed JMH ☐ Items Removed and User Informed

Hold Requested: ☐ Yes ☐ No

Total Requests:

Screened Items:

☐ Additional charge outs and signatures on reverse side

Time Out:

Final Return:

William W. Russell

LEGAL RESIDENCE
Fla

INACTIVE

William W. Russell

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
TEMPORARY not exc 1 mo Addl. Asst Kpr, Sanibel Isl L.S. Fla	$504.	L.H.	Oct 21, 1914
Lawday served Nov. 19. 1914			
(Prob appt.) Asst. Keeper, Sanibel Isl. L.S. Fla	504.	"	Nov. 20, 1914.
" " " " " "	$516	"	Jan. 1, 1916
2nd Asst Kpr American Shoal L.S. "	480	"	Nov 1, 1917.
Resigned close apr. 30, 1918.			

INACTIVE

11—1248

October 21, 1914.

Commissioner of Lighthouses:

For the reasons set forth in telegram from the Seventh Inspector's office of the 20th instant, and in accordance with the Bureau's recommendation of the same date, the Department has authorized the temporary additional position of assistant keeper of Sanibel Island Light Station, Florida, at $504 per annum, for a period not to exceed one month, effective on the date the person to be appointed thereto enters on duty.

In accordance with the Bureau's further recommendation, the Department has authorized the assignment of William W. Russel to duty in the above-mentioned position, effective October 20, 1914, or thereafter, provided he has not two or more members of his family in the Government service and the local district secretary approves. A formal temporary appointment will be issued to Mr. Russel upon receipt of the usual form of nomination, approved by the district secretary.

By direction of the Secretary:

(SIGNED) T. J. FITZGERALD

Acting Chief Clerk.

WTR.
Form 73

NOV 16 1914

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT NOV 19 1914

CHIEF CLERK NOV 20 1914

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla. (City.), October 21 (Date.), 1914.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Temporary appointment, for period not to exceed thirty days.

Name, William W. Russell. Legal residence, Florida.

Position, Temporary Additional Assistant Keeper. Salary, $504.A.

Location, Sanibel Island Light Station, Fla. Appropriation, Salaries, Keepers of Lighthouses.

Effective October 20x, 1914. [1] ~~the actual date of entrance on duty,~~ or as soon thereafter as he enters on duty.

12.20 APPOINTMENTS NOV 20 1914

Former position, - Former salary, -

Location, -

Rank on eligible list, 3 Rating, Asst. Keeper. Percentage, 86. , Other eligibles considered:

A. E. Brooks, C; Wm. L. M. Demere, C.

Previous incumbent, New position. ~~John M. Lopez.~~ Services terminated, ~~October 8, 1914.~~

Reason, ~~Has been missing from his station without permission since October 8, 1914, and his whereabouts are unknown.~~

Relatives in Government Service, None.

Remarks: Quarters are provided at this station for families of keepers.

Selection regular, subject to the action of the U. S. Civil Service Commission. NOV 16 1914, 191

A Ahlgren
Acting Secretary, 5 Civil Service District.

D Emerith
Inspector.
AB

x changed in Bureau.

BUREAU OF LIGHTHOUSES
WASHINGTON

HRW-JL

NOV 20 1914

Submitted to the Secretary of Commerce, approved.

See Department letter of October 21, 1914, authorizing the assignment of Russell to duty, and also authorizing this temporary new position.

H. B. Bowerman
Acting Commissioner

11-20-14

[1] Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

November 20, 1914.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Additional Assistant Keeper of Sanibel Island Light Station, Florida,

in the Lighthouse Service

at a salary of Five Hundred and Four dollars per annum,

effective on the date on which you entered upon duty in the above-mentioned position.

Your appointment will continue for a period not to exceed one month.

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED NOV 20 1914 ON JOURNAL DEPT. OF COMMERCE

(SIGNED) GEO. W. LEADLEY,

C Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: New position.

Legal Residence: Florida.

ORDER REPORTED NOV 1914 U. S. COMMISSION.

11—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHTHOUSE INSPECTOR SEVENTH DISTRICT NOV 13 1914 KEY WEST, FLORIDA

LIGHT NOV 16 1914 HOUSES

I, Wm. W. Russell,

do solemnly[1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: SO HELP ME GOD.

CHIEF CLERK DEC 8 1914

☞ x Wm W Russell
(Appointee signs here)

Sworn to (See below) and subscribed before me, this[3] 10th day of November, A. D. 1914.

(Affix official seal here)

[4](Name) Frank P Bailey
Notary Public, State of Florida.
(Official title) ~~My Commission Expires January 20, 1917.~~

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Temporary Additional Asst. Keeper.	$504. A.	Sanibel Island Light Station, Fla.
Former[5] -	-	-

(The above should be filled in by the district officer before sending to appointee)

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT

Key West, Fla. (Address), November 13, 1914. (Date)

The above-named appointee entered upon duty on October 21, 1914. (Date)

CARDED

D Merritt
Inspector. (Signature, followed by title) HBH

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

Ent'd

WTR.
Form 73

NOV 16 1914

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT NOV 19 1914 HOUSES

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

CHIEF NOV 20 1914

Key West, Fla. (City.), November 14 (Date.), 191 4.

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Probationary appointment.

Name, **William W. Russell.** Legal residence, **Florida.**

Position, **Assistant Keeper.** Salary, **$504.A.**

APPOINTMENTS NOV 20 1914

Location, **Sanibel Island Light Station, Fla.** Appropriation, **Salaries, Keepers of Lighthouses.**

Effective **November 20, 1914.** {[1] the actual date of entrance on duty, ~~or as soon thereafter as he enters on duty~~.

Former position, Temporary Additional Assistant Keeper. Former salary, **$504.A.**

Location, **Sanibel Island Light Station, Florida.**

Rank on eligible list, 3 Rating, **Asst. Keeper.** Percentage, **86.** , Other eligibles considered:
A. E. Brooks, C; Wm. L. M. Demere, C.

Previous incumbent, ~~himself.~~ John M. Lopez Services terminated, **October 8, 1914.** ~~November 19, 1914.~~

Reason, ~~**Expiration of appointment.**~~ **Dismissed for absence without permission.**

Relatives in Government Service, None.

Remarks: Quarters are provided at this station for families of keepers.

Selection regular, subject to the action of the
U. S. Civil Service Commission. NOV 16 1914 191

Ahlgren
Acting Secretary, 5 Civil Service District.

Demeritt
Inspector.

HRW

BUREAU OF LIGHTHOUSES
WASHINGTON

NOV 20 1914

Submitted to the Secretary of Commerce, approved. **See separate form 73 submitted today for the temporary appointment of Russell.**

H. B. Bowerman
Acting Commissioner

11-20-14

[1] Strike out the clause which does not apply.

11—2314

PROBATIONARY APPOINTMENT

Department of Commerce and Labor
APPOINTMENT DIVISION
Washington

November 20, 1914.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

You have been appointed, subject to taking the oath of office,

Assistant Keeper

in the Lighthouse Service

at a salary of Five Hundred and Four dollars

per annum, effective on the date on which you enter upon

duty in the above-mentioned position.

(By selection from certificate No. ----, and subject to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, to be found on the reverse hereof.)

APPOINTMENT DIVISION ENTERED NOV 20 1914 DEPT. OF COMMERCE JOURNAL

By direction of the Secretary:

Respectfully,

(SIGNED) GEO. W. LEASURE,

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.
Vice: John M. Lopez.
Legal Residence: Florida.

OFFICE REPORTED NOV 1914 COMMISSION.

11—1394

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

LIGHT NOV 30 1914 HOUSES

CHIEF CLERK DEC 8 1914 5

I, William W. Russell

do solemnly[1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: SO HELP ME GOD.

☞ × Wm W Russell
(Appointee signs here)

APPOINTMENTS DEC 9 914

[2] Sworn to (See below) and subscribed before me, this[3] 23rd day of November, A. D. 1914

(Affix official seal here)

[4] (Name) Frank P Bailey
Notary Public, State of Florida.
(Official Title) My Commission Expires January 20, 1917.

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Assistant Keeper.	$504. A.	Sanibel Island Light Station, Fla.
Temporary Additional Former[5] Assistant Keeper.	$504. A.	Sanibel Island Light Station, Fla.

(The above should be filled in by the district officer before sending to appointee)

OFFICE OF LIGHTHOUSE INSPECTOR, 7th DISTRICT

Key West, Fla. (Address), November 27, 1914. (Date)

The above-named appointee entered upon duty on November 20, 1914. (Date)

CARDED

Inspector. (Signature, followed by title)

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

Entd

Form 213 B

REPORT OF EXPIRATION OF TEMPORARY APPOINTMENT

LIGHT NOV 27 1914 HOUSES

Department of Commerce and Labor

BUREAU OF LIGHT-HOUSES

Washington

CHIEF CLERK DEC 2 1914

MEMORANDUM

This temporary appointment expires by limitation. No payment of compensation should be made if the temporary appointee is permitted to serve beyond the period herein specified, unless authority for an extension of such period is granted by the Department.

APPOINTMENTS DEC 2 1914 10.08

The following blank spaces should be filled in at once after the services of the employee under this appointment have been discontinued, and this form promptly mailed to the Bureau. See Bureau circular of October 1, 1910 ~~This should be done whether or not further employment has been authorized by the Department.~~

Name of employee William W. Russell Legal residence Fla.

Designation Additional Assistant Keeper Compensation $504 pa.

Place of employment Sanibel Island L.S., Fla.

Date of appointment Nov. 20, 1914. date of entrance on duty.-1 mo.

Last day of service under this appointment November 19, 1914..

State if services will be required beyond the period authorized No.

If services are required, nomination should be made on the proper form.

APPOINTMENT DIVISION ENTERED DEC 2 - 1914 JOURNAL DEPT OF COMMERCE

Bureau of Lighthouses, Washington

NOV 27 1914

Submitted to Secretary of Commerce for his information.

Merrill
(Signature.)

Inspector.
(Title.)

Acting Commissioner.

CHANGE REPORTED NOV 1914 COMMISSION.

November 24, 1914.
(Date.)

Sent for

NOV 13 1914
KEY WEST, FLORIDA

LIGHT
NOV 16 1914
HOUSES

PERSONAL QUESTION SHEET
(When forwarding this form no letter of transmittal is required)

DEPARTMENT OF COMMERCE
OFFICE OF THE SECRETARY
WASHINGTON

March 5, 1913.

CHIEF CLERK
NOV 23 1914

To the Chiefs of Bureaus of the Department of Commerce:

For the purpose of enabling the Department to maintain a complete record of its officers and employees, you are requested to have every person hereafter appointed or employed in your Bureau, immediately upon his entrance on duty, answer each of the questions in Part I of this form and sign the same. The information given in Part I should be reviewed and approved in accordance with instructions. The information in Part II should be supplied as indicated and the form forwarded to the Department.

APPOINTMENT
NOV 23 1914
4.05

William C. Redfield
Secretary.

CARDED.

PART I.

(Part I should be filled out by the appointee or employee; but, if he is unable to write legibly, another person may write the answers at his dictation. In either case the statement should be signed by the appointee or employee. If he is unable to write, he may sign by mark in the presence of one witness. If he is unable to answer any question, he should indicate that fact.)

1. What is your full name? (Include middle name or names. Do not use initials, but spell out each name and state whether Mr., Miss, or Mrs. Example: Mr. John Richard Doe. If name itself is merely a letter, it should be so stated.)
Mr William Wilson Russell

2. How do you intend to write your name on the pay roll? (***This should agree with signature to your oath of office.***) Wm W Russell

3. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district. See question 13, Part II.)

Key West	Florida	Monroe	Fourth
City or town.	State or Territory.	County.	Congressional district.

4. What is your race? (Answer "white," "colored," or "Mongolian.") White

5. Where were you born? (See question 14, Part II.) Key West Fla

6. When were you born? June (Month.) 22 (Day.) 1810 (Year.)

11—1434

7. Give name and address of person whom you would like to have notified in case of accident.

Mrs D. C. Watkins (Name.) 1317 Olivia St (Number and street.)

Key West (City or town.) Fla (State or Territory.)

8. Are there any members of your family, besides yourself, in the civil service of the United States? (If so, give below their names, relationships, the Departments and Bureaus or Services in which they are employed, and the positions they occupy.)

Name.	Relationship.	Department.	Bureau or Service.	Position.
None				

9. If you were appointed through a civil service examination, state, as near as you recollect, the name and date of the examination. If not so appointed, state how you entered the service. (Examples: "By reinstatement," or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

Light House Service, Keeper, 10/20/14.

10. Have you any physical disabilities? (If so, describe briefly. If you have defective eyesight, state whether corrected by glasses.)

Have no Physical Disabilities

Eyesight & Intact

11. Have you ever held any other position in the civil service of the United States? (If so, give below the Department and Bureau or Service in which you served, the position held, the salary you received, and the dates of your appointment and separation from the service.)

Department.	Bureau or Service.	Position.	Salary.	Appointed.	Separated.
None					

12. Do you hold any State or municipal office? (If so, state name of such office and compensation attached.)

None

13. Were you in the military or naval service of the United States during the Civil or Spanish-American War? (If so, give the information called for by the blanks below.)

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

14. If you served in the military or naval service of the United States at any time other than during the Civil or Spanish-American Wars, indicate such service in the spaces below.

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

15. Are you the widow or orphan of an honorably discharged soldier or sailor? (If so, give the information called for by the blanks below.)

Relationship (widow or orphan)

Name under which soldier or sailor rendered service

Company and regiment, or vessel.	Date enlisted.	Date discharged.	Cause of discharge.
None			

16. *What was your occupation prior to entering the United States civil service?* (It is intended that the answer to this *question shall state briefly the lines of work followed by you before receiving your present appointment, with the exception of your service indicated in answer to questions 11, 12, 13, and 14.)* Launch Captain

17. What education have you received? (Indicate the grades of schools you have attended, and, in case you have attended schools of higher grade than high schools, give the institution, degrees received, and date in each case. Example: Public school; high school; business college; Cornell University, A. B., 1900; Columbia University, LL. B., 1903.)

Public School

18. What special qualifications have you—educational, professional, technical, mechanical, etc.? (Examples: Qualified as "Lawyer," or "Civil Engineer," or "Translator," or "Interpreter," or "Draftsman," or "Carpenter.")

Launch Captain

19. What, if any, civil service examinations have you passed? (Give names and dates as near as you recollect.)

Light House Service Only

20. Were the answers to the foregoing questions written by you? (If not, state the name and address of the person who wrote them for you.)

yes

21. State the date upon which the above blanks were filled. Nov 10, 1914

(Signature) Wm W Russell

Witness:

P. O. Address: Daniel
City or town.

In case signature is by mark.

Number and street.

Florida
State or Territory.

(Where the appointee is to be employed outside of the District of Columbia the information given in Part I should be reviewed and approved by the officer in immediate charge before forwarding to the Bureau. Where he is to be employed in the District of Columbia, Part I should be reviewed and approved by the officer who executes Part II.)

Reviewed, approved, and forwarded November 13, 1914.

(Signature) Wm W Emerett

(Official title) Inspector, 7th L. H. District.

11—1434

PART II.

(Part II should be executed by the executive officer of the Bureau of the Department to which the employee is assigned, or by some authorized official who can give the information desired. If unable to answer any question, indicate that fact.)

1. State the Bureau or Service, place, and district in which the person who answered the foregoing questions is employed:

Lighthouse Service. (Bureau or Service.) Sanibel Island Lightstation, Fla. (Place (city, town, station, or vessel.)) Seventh. (District.)

2. To what position has he been appointed? Temporary Additional Assistant Keeper.

3. State the date of appointment. October 21, 1914.

4. State the date the appointment was effective. (If appointment was made to take effect on date of oath, so state.)

October 21, 1914.

5. State the date of the oath. November 10, 1914.

6. State the date the employee entered on duty. October 21, 1914.

7. What is his salary? $504. A.

8. From what appropriation is he paid? Salaries, Keepers of Lighthouses.

9. Is the position excepted, competitive, or unclassified under the civil service rules? Competitive.

10. If classified, state the date of classification. May 6, 1896.

11. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination;" or "without examination;" or "by reinstatement;" or "by transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

From Assistant Keeper examination.

12. Is the employee required to give bond? No.

13. When the legal residence given in answer to question 3, Part I, differs from that given in the certificate of appointment, the discrepancy should be explained.

14. If foreign born, state when and where naturalization papers were taken out.

Reviewed, approved, and forwarded to the Department.

(Signature) Wm. W. Demeritt.

(Official title) Inspector, 7th L. H. District.

Date: November 13, 1914.

11—1434

Form 73

LHP.

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT HOUSES DEC 24 1915

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT,

Key West, Fla. (City.) December 21, 1915 (Date.) 191

DEC 29 1915

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, increase in salary.

Name, William W. Russell. Legal residence, Florida.

Position, Assistant Keeper. Salary, $516.00.

Location, Sanibel Island L. S. Fla Appropriation, Salaries, L.H.Keepers.

APPOINTMENTS DEC 21 1915 9

Effective January 1, 1916. {~~the actual date of entrance on duty, or~~ as soon thereafter as he enters on duty.

Former position, Assistant Keeper. Former salary, $504.00

Location, Sanibel Island L. S. Fla

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

Previous incumbent, Services terminated,

Reason,

D.L. DEC 16 1915

Relatives in Government Service,

Remarks: Above recommendation made in accordance with Bureau's instructions of December 17, 1915.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

Secretary, Civil Service District. **Inspector.**

12-29-15

BUREAU OF LIGHTHOUSES
WASHINGTON

DEC 28 1915

Submitted to the Secretary of Commerce, approved.

S Conway
Acting Commissioner

[1] Strike out the clause which does not apply.

11—2314

GENERAL APPOINTMENT—FIXED DATE

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

December 30, 1915.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office, and to actual entrance upon duty (unless on authorized leave) on the date indicated, Assistant Keeper in the Lighthouse Service at a salary of Five Hundred and Sixteen dollars per annum, effective January 1, 1916.

(By increase in compensation from $504 per annum.)

CARDEL.

APPOINTMENT DIVISION ENTERED DEC 30 1915 JOURNAL

By direction of the Secretary:

Respectfully,

(SIGNED) CLIFFORD HASTINGS

Chief of Appointment Division.

R

Appropriation: Salaries, Keepers of Lighthouses.

Vice:

Legal Residence: Florida.

CHANGE REPORTED JAN 1916

11—1303

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

LHP.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT JAN 20 1916 HOUSES

APPOINTMENTS JAN 21 1916

CHIEF CLERK JAN 21 1916

I, William W. Russell.

do solemnly[1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: So HELP ME GOD.

☞ X William W Russell
(Appointee signs here)

[2] Sworn to (See below) and subscribed before me, this[3] 14th day of January, A. D. 1916

(Affix official seal here)

[4] (Name) Frank O'Brien

(Official title) Notary Public, State of Florida.

My Commission Expires January 20, 1917

Official Title	Rate of Pay	Name of Station, Vessel, or Place of Employment
Present Asst.Keeper.	$516. A.	Sanibel Island Lightstation.
Former[5] do	$504. A.	do

(The above should be filled in by the district officer before sending to appointee)

Office of Lighthouse Inspector, 7TH District

Key West, Fla (Address), (Date)

The above-named appointee entered upon duty on January 1, 1916. (Date)

Wm. W. Emerson
(Signature, followed by title)
Inspector 7th L. H. District.

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, 7th. DISTRICT.

Key West, Fla. (City.) October 3rd, 1917 (Date.)

LIGHT OCT 5 1917 HOUSES

CHIEF CLERK OCT 10 1917

THE COMMISSIONER OF LIGHTHOUSES:

Action recommended, Transfer.

Name, **William W. Russell,** Legal residence, **Florida.**

Position, **Second Assistant Keeper,** Salary, **$480. A.**

APPOINTMENT GIVEN NECESSARY MOTION TAKEN OCT 31 1917 DEPARTMENT OF COMMERCE

Station, **American Shoal Lightstation.** Fla Appropriation, **Salaries, Keepers of Light-Houses.**

Effective **November 1, 1917.** {'the actual date of entrance on duty, or as soon thereafter as he enters on duty.

Former position, **Assistant Keeper.** Former salary, **$516.00**

Location, **Sanibel Island Lightstation.** Fla

Rank on eligible list, Rating, Percentage, , Other eligibles considered:

Previous incumbent, Richard Barry Services terminated, **October 31, 1917.**

Reason, **Promotion and transfer to Sanibel Island Lightstation.** regular

Members of family in Government Service, None.

Remarks: This transfer is recommended in accordance with enclosed request of Wm. W. Russell.

Selection regular, subject to the action of the U. S. Civil Service Commission. , 191

W. W. Russell

Secretary, Civil Service District. **Lighthouse Inspector.**

---

1 incl.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 8 1917

Submitted to the Secretary of Commerce, approved.

Mr. Russell's letter of September 29, 1917, requesting the above transfer, is inclosed.

Roy O. Conway

Acting Commissioner

[1] Strike out the clause which does not apply.

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE



SEVENTH DISTRICT

Sanibel Island, L.S.
(Station, Depot, or Vessel)

September 29, 1917. 191



The Lighthouse Inspector,

Key West, Florida.

Sir:-

I hereby make application to be transferred to a Reef Lightstation, preferable American Shoal. I am fully aware of the reduction in salary, but in order to be near Key West, I am willing to accept duty at a station with reduced salary.

Respectfully,

Wm. W. Russell

Assistant Keeper.

Respectfully forwarded.

Charles H. Williams

Keeper Sanibel Island Lightstation.

GENERAL APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

October 11, 1917.

Mr. William W. Russell,

Through the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office,

Second Assistant Keeper

in the Lighthouse Service

at a salary of Four Hundred and Eighty dollars per annum,

effective on the date on which you enter upon duty in the above-mentioned position.

(By transfer from assistant keeper at $516 per annum.)

CANCELED.

OCT 1 1917

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

C
K

Chief of Appointment Division.

Appropriation: Salaries, Keepers of Lighthouses.

Vice: Richard Barry.

Legal Residence: Florida.

1—3692

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

GGC.

Department of Commerce and Labor

LIGHTHOUSE SERVICE

LIGHT NOV 9 1917 HOUSES

CHIEF CLERK NOV 20 1917

I, William W. Russell

do solemnly[1] swear (See below) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter: SO HELP ME GOD.

☞ William W. Russell
(Appointee signs here)

APPOINTMENTS NOV 20 1917

[2] Sworn to (See below) and subscribed before me, this[3] Sixth day of November, A. D. 1917.

(Affix official seal here)

[4] (Name) Alfred Brook

(Official title) Chief Clerk, Office Inspector 7th Dist.

OFFICIAL TITLE	RATE OF PAY	NAME OF STATION, VESSEL, OR PLACE OF EMPLOYMENT
Present 2nd. Asst. Keeper.	$480. A.	American Shoal L.S.
Former[5] Asst. Keeper.	$516. A.	Sanibel Island L.S.

(The above should be filled in by the district officer before sending to appointee)

OFFICE OF LIGHTHOUSE INSPECTOR, 7th. DISTRICT

Key West, Florida. (Address), November 6, 1917. (Date)

The above-named appointee entered upon duty on November 1st. 1917. (Date)

CARDED

Wm. W. Emerith
(Signature, followed by title)
Lighthouse Inspector. A.B.

[1] Insert here "swear" or "affirm," as the case may be.

[2] Insert here "sworn to" or "affirmed," as the case may be.

[3] The oath may be taken any time after the date of appointment and prior to the payment of compensation, but no compensation shall be paid until the oath is executed in proper form.

[4] This oath should be taken before a justice of the peace, notary public, judge, clerk of a court, or any other officer having authority to administer oaths, but never before a collector of customs, as he has no power to administer oaths in such cases. In case the officer administering the oath has no seal, his official character should be duly certified to by the clerk of the proper court or the proper county clerk.

[5] Give this information in all cases where new oath is required.

Failure to fill out this oath properly will result in its return for correction.

11—944

USE TYPEWRITER—SEE INSTRUCTIONS ON BACK.

LIGHT
SEP 25 1916
HOUSES

UNITED STATES
BUREAU OF EFFICIENCY.
FORM 8.

DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS.
8—4789-2

MAKE NO ENTRIES IN THIS COLUMN.

RECORD OF CIVIL EMPLOYEE.

JULY 1, 1916.

1. Name: (Surname first. Given name in full. For women write Miss or Mrs. before given name.)
Russell, William Wilson

2. Department:
Commerce

3. Bureau, office, or service:
Lighthouse, 7th District.

4. Designation of position:
Asst. Keeper, L.H.S.

5. Occupation (if not clearly shown by answer to question 4):
See "4"

6. Annual earnings:
$510.

7. Kind of appropriation:
LS.

8. Present rate of pay:
$ $516 PA.

9. Initial rate of pay:
$ 504 PA.

10. Total length of service (give the total of ALL U. S. GOVT. SERVICE with the exceptions stated on the back of this card)—
~~Substitute~~ Years: 1 ~~Months:~~
~~Regular~~ ~~Years:~~ Months: 8-10/30

11. State, Territory, or foreign country of birth (do not give town):
Florida

12. Race:
W

13. Sex:
M

14. Date of birth—
Month: June 22
Year: 1870

15. Kinds of schools attended, years attended, and degrees taken:
E5; H3.

16. Marital condition:
M.

17. War veteran?
No.

18. Appointed from—
Congressional district and State: 4 Florida
County: Monroe

19. Civil service status:
C

20. Method by which classified status was obtained:
CE

21. Place of employment—
City: Sanibel Island L.S.,
State: Fla.

DO NOT FOLD THIS CARD.

11—5869

Form 93

LETTER TRANSMITTING RESIGNATION

RECEIVED LIGHT HOUSES MAR 18 1918

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE INSPECTOR, Seventh DISTRICT, 1918 MAR 19 PM 3 35

Key West, Florida. March 15, 1918. , 191

OFFICE OF CHIEF CLERK

THE COMMISSIONER OF LIGHTHOUSES:

Herewith is transmitted the resignation of the following-named employee:

Name, William W. Russell — Position, 2nd. Assistant Keeper.

Legal residence, Florida. — Station, American Shoal Lightstation. Fla

Salary, $480. per annum.

The acceptance of this resignation is recommended effective at the close of April 30, 1918.

This employee has not taken leave in excess of the accrued rate.

Remarks:

APPOINTMENTS

1918 MAR 19 PM 4 06

Hydrog.
Engr. Cons.
Mar. Engr.
~~Personnel~~ Dated 3/18/18 ans
Accounts.
Contracts
Chf. Clk.
Dep. Commr.
Commr.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN MAR 20 1918 DEPARTMENT OF COMMERCE

W. W. Russell

Lighthouse Inspector, 7th.

BUREAU OF LIGHTHOUSES
WASHINGTON MAR 18 1918

3-19-18

Submitted to the Secretary of Commerce, approved.

11—4023

1918 MAR 19 PM 3 22

Acting Commissioner

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
KEY WEST, FLA.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE





American Shoal Lightstation, Fla.
(Station, Depot, or Vessel)

March 12, 1918., 191

Lighthouse Inspector, 7th. District.,

Key West, Florida. (Thru Keeper)

Sir:-

I hereby tender my resignation as 2nd. Assistant Keeper of American Shoal Lightstation to take effect April 30, 1918, as I have something better in view.

Respectfully,

Wm W Russell

2nd. Assistant Keeper.

Forwarded Approved.

Clifton H. Lopez.

Keeper.

March 20, 1918.

Sir:

The Department is in receipt of your resignation, dated March 12, 1918, as second assistant keeper of American Shoal Light Station, Florida, at $480 per annum, in the Lighthouse Service, and has accepted the same, upon recommendation of the Acting Commissioner of Lighthouses, to take effect at the close of April 30, 1918.

By direction of the Secretary:

Respectfully,

(Signed) Clifford Hastings

Chief of Appointment Division.

CARDED

Mr. William W. Russell,
Through the Commissioner of Lighthouses.

APPOINTMENT DIVISION ENTERED MAR 2 1918 DEPARTMENTAL OF COMMERCE

H
C