'26 MAR 24 PM 12:17:04

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

Date: 03/20/2026

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
Twiford, Theodore, S		1872 NC

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: 1944 NC

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 (MD/VA) 5

From:	To:
1918	1922

(Agency & Location)

From:	To:

(Agency & Location)

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-0007183887

Attendant Signature:

CMRS Search Request Number(s):

'26 APR 29 PM 9:07:49

Remarks: Submitted to Arch Search 3/25/26 KH

Soundex: T163

SCREENING NOTES

☑ Reviewed and Nothing Removed SB ☐ 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:

Theodore S. Twiford

Mr. Theodore S. Twiford,

LEGAL RESIDENCE.
North Carolina

STATUS

DESIGNATION	SALARY	BUREAU OR OFFICE	DATE OF EFFECT OF ACTION AUTHORIZED
Prob. Keeper - Craighill Channel Range Front L.S.	720	Lighthouse	Nov 1 I 19.8
" Nansemond River L.S. Va.	"	"	April 6 1920
" Trains Newport News Md. Va	"	"	Oct. 1, 1922.
RESIGNED CLOSE OF Dec. 30, 1922.			

11—1248

Form 73

NOMINATION

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE
Supt. of Lighthouses
OFFICE OF ~~LIGHTHOUSE INSPECTOR~~ 5th DISTRICT.

MEM

LIGHT OCT 8 1918 HOUSES

Baltimore, Md. (City.) October 7, 1918 (Date.) 191

OCT 8 1918

THE COMMISSIONER OF LIGHTHOUSES:
(Through Sec'y 4th Civil Service District)

Action recommended, Probationary appointment

Name, Theodore S. Twiford

Legal residence, North Carolina

Position, ~~Assistant~~ Keeper

Salary, $480. 516. p.a.

Location, White Shoal Light Station Va

Appropriation, Salaries, Keepers of Lighthouses

Effective October 16, 1918 { ~~the actual date of entrance on duty~~, or as soon thereafter as he enters on duty.

OCT 9 1918 Received

LIGHT OCT 10 1918 HOUSES

Former position, None

Former salary,

Location,

1918 OCT 11 AM 9 27

Rank on eligible list, 1 Rating, Asst. K Kpr Percentage, 80.6, Other eligibles considered:
Seldon K. Warren 80. -C
Geo. W. Farrow 74.2 -C

OCT 10 1918 8 51 AM

CHIEF CLERK

Previous incumbent, George W. Holloway Services terminated, With close of Sept. 4/18

Reason, Separated from Service a/c illness and inability to return to duty. Reference in this connection, is made to our letter to Bureau dated Sept. 25/18

1918 OCT 11 AM 8 45

Members of family in Government Service, Brother - L.T. Twiford, Lighthouse Keeper

10/11/18 ORR

Remarks:

Selection regular, subject to the action of the U. S. Civil Service Commission. 10/9/, 1918

For and in the absence of the Superintendent.

L. H. Fisher 4th
Secretary, Civil Service District.

Deeson
Asst. Supt.

BUREAU OF LIGHTHOUSES
WASHINGTON

OCT 10 1918

Submitted to the Secretary of Commerce, approved.

APPOINTMENT DIVISION NECESSARY ACTION TAKEN OCT 11 1918 DEPARTMENT OF COMMERCE

1918 OCT 10 PM 4 14

H. B. Bowerman
Acting Commissioner

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

11—2314

ADDRESS ALL COMMUNICATIONS TO
LIGHTHOUSE INSPECTOR
BALTIMORE, MD.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

MEM

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

LIGHT
OCT 11 1918
HOUSES

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
OFFICE OF INSPECTOR, 5TH DISTRICT
9 23 AM
BALTIMORE MD

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

Phoned asst pers
Publ. 10/11

October 10, 1918.

1918 OCT 17 PM 3 10

Commissioner of Lighthouses,
Washington, D.C.

Subject: Nomination Theodore S. Twiford dated Oct. 7,1918.

Reference: My letter dated October 10,1918, subject, demotion Millard F.Simonson

APPOINTMENTS
1918 OCT 17 PM 2 25

Nomination of Theodore S. Twiford, to position of Assistant Keeper, White Shoal Light Station, was forwarded to Bureau through the Secretary of the Fourth Civil Service District. It is herewith recommended that this nomination be cancelled, reference being made to my letter in regard to Keeper at White Shoal Light Station, which was forwarded today.

Copy of this letter has been forwarded to the Secretary, Fourth Civil Service District for his information.

For and in the absence of the Superintendent.

Asst. Supt.

Bureau of Lighthouses, Washington
OCT 15 1918

Submitted to Secretary of Commerce recommended for approval.

1918 OCT 17 PM 2 59

Commissioner.

Publ 10/11/18

Form 73

NOMINATION

IR.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ Supt. 5th DISTRICT.

Baltimore, Md., (City.) November 8th 1918 (Date.)

THE COMMISSIONER OF LIGHTHOUSES:
(Through Secty.4th Civil Service Dist.)

Action recommended, Probationary Appointment.

Name, Theodore S. Twiford — Legal residence, N.C.

Position, Assistant Keeper — Salary, $720 p.a.

Location, Craighill Channel Range Front Light Station, Md. — Appropriation, Salaries, Keepers, Lighthouses

Effective November 12,1918 { the actual date of entrance on duty, or as ~~soon thereafter as he enters on duty~~.

Former position, None — Former salary,

Location,

Rank on eligible list, 3 Rating, Asst.Kpr. Percentage, 80.6, Other eligibles considered:

Daniel B. Midgett, 86 -FR
Wm.E.Williams , 81 - C
Seldon K.Warren, 80 - FR

(These eligibles taken from eligible list of July 24, 1918 before establishment of eligible register of Oct.31

Previous incumbent, Arthur M. Meskins — Services terminated, with close of Oct.21,1918

Reason, Transferred to temporary Additional Asst.Keeper at $600 p.a. Laurel Point Light Station.

Members of family in Government Service, Brother, Keeper Brant Island Light Station.

Remarks:

11/20/18 ADB

Selection regular, subject to the action of the U. S. Civil Service Commission, Nov 19, 1918

Acting Secretary, 4th Civil Service District.

Supt. of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON

Submitted to the Secretary of Commerce, approved.

NOV 21 1918

H. B. Bowerman
Acting Commissioner

NOV 23 1918

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

11—2314

CERTIFICATE OF PROBATIONARY APPOINTMENT

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 23, 1918.

Mr. Theodore S. Twiford,
Through
the Commissioner of Lighthouses.

Sir:

You have been appointed, subject to taking the oath of office and to a probationary period of not to exceed six months as provided by paragraph (c) of section 1 of civil-service rule VII, Keeper in the Lighthouse Service at a salary of Seven Hundred and Twenty dollars per annum, effective on the date on which you entered upon duty in the above-mentioned position.

By selection from certificate of eligibles (No. .....)
issued by the Local Civil Service Board for the Fifth Lighthouse District.

By direction of the Secretary:

Respectfully,

(signed) Clifford Hastings

Chief of Appointment Division.

R
Ho

Appropriation:
Salaries, Keepers of Lighthouses.
Vice:
Arthur M. Meekins,
Legal Residence:
North Carolina

(Reverse side.)

11—5980

Form 111

OATH OF OFFICE

(Prescribed by Section 1757, Revised Statutes)

CHIEF CLERK LIGHT HOUSES DEC 14 1918

JAN 3 1919

1918 DEC 14 PM 12 10

DEC 14 1918 9 06 AM

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

I, Theodore S. Twiford

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.

Theodore S Twiford

(Appointee signs here)

[2] Sworn (See below) and subscribed before me, this [3] 23d day of November, A. D. 1918.

(Affix official seal here)

[4] (Name) James F. Reily.

(Official title) Clerk 5th L.H.Dist.

My commission expires _____

Official Title	Annual Rate of Pay	Name of Station, Vessel, or Place of Employment.
Present Keeper	Base $ 720. Actual $ 840.	Craighill Channel Range Front L.S., Md.
Former [5] None	---------	---------

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

Office of ~~Lighthouse Inspector~~ Supt., 5th District

Baltimore, Md. (Address) December 13, 1918 (Date)

The above-named appointee entered upon duty on November 17, 1918 (Date)

CARDED

J. D. Kemp

(Signature, followed by title) Supt. of Lighthouses

[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, a chief clerk in the office of a lighthouse inspector or other employee in the Lighthouse Service designated by a chief clerk, or any other officer having authority to administer oaths, but never before a collector of customs or postmaster, as neither officer has 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, except in the case of chief clerks in the offices of lighthouse inspectors and other employees in the Lighthouse Service designated by them, who are not required to have a seal.

[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

5

LIGHT
DEC 14 1918
HOUSES

DEPARTMENT OF COMMERCE

CHIEF CLERK

DEC 14 1918 9 05 AM

1918 DEC 14 PM 12 12

13

PERSONAL QUESTION SHEET

(To be furnished for each person appointed in the service of the Department immediately upon entrance on duty. The statement should be signed by the appointee or employee. If unable to write, he may sign by mark in the presence of one witness.)

1. What is your full name? (State whether Mr., Miss, or Mrs. and spell out names in full, including middle name or names. Example: Mr. John Richard Roe. If name itself is merely a letter, it should be so stated.)

Theodore Sheldon Trufford

2. How do you intend to write your name on the pay roll? (This should agree with signature to your oath of office.) Theodor S Trufford

3. Bureau or Service, place, and district in which employed:

Bureau or Service.	Place (city, town, station, or vessel).	District.
L H Service	Craghill Channel	5th.

4. Position to which appointed. Assistant Keeper Craghill

5. Compensation

6. Appropriation from which paid

7. In what manner did the employee enter the service? (Examples: "From stenography and typewriting examination ——, 191—;" or "Without examination;" or "By reinstatement;" or "By transfer from ——," stating Department, Bureau or Service, position, and salary, if known.)

8. What is your present legal (voting) residence? (Give city or town, State or Territory, county, and Congressional district.)

City or town.	State or Territory.	County.	Congressional district.
Stumpy Point	NC	Dare	(3) 1st

9. When the legal residence given in answer to question 8 differs from that given in the certificate of appointment, the discrepancy should be explained.

CARDED

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

11. Where were you born? Stumpy Point NC

12. When were you born?

Month.	Day.	Year.
February	5	1872

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

14. What is your marital condition? Married

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

Name.	Number and street.
Mrs Bertie Trufford	

City or town.	State or Territory.
Stumpy Point	NC

11—1434

Form 73a

MEM

MAR 19 1920 4 23 PM

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

Supt.

OFFICE OF LIGHTHOUSE ~~INSPECTOR~~ 5th DISTRICT.

1920 MAR 23 AM 09

Baltimore, Md., March 18, 1920 , 191

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on April 6, 1920.

Name, Theodore S. Twiford — Position, Keeper (Asst.)

From Craighill Channel Front L.S., Md. — To Nansemond River Light Station, Va.

APPOINTMENTS

Previous incumbent, (William H. Etheridge) Benjamin D. Preston Trans to Position Dft. Mar 15/20

1920 MAR 23 AM 9 48

Services terminated, Close of March 31, 1920 — Reason, To be transferred to Bodie Isld

CARDED

APPOINTMENT DIVISION RECEIVED MAR 22 1920 DEPT. JOURNAL DEPT. OF COMMERCE

Superintendent of Lighthouses.

, 191

The above-referred-to transfer became effective beginning with _____

No. 5. REPORT DATA ENTERED

11—4598

BUREAU OF LIGHTHOUSES

WASHINGTON

MAR 19 1920

Submitted to the Secretary of Commerce for his information.

1920 MAR 22 PM 3 41

Acting Commissioner.

(Cross Reference)

May 1, 1920, Lighthouses reports the Date of effect of transfer and promotions of the following named persons:

Tyler, Edwin C.	Transfer	April 6, 1920.
Higbee, ~~[illegible]~~ J.W.	"	April 9, 1920.
Miles Robert R.	"	April 1, 1920.
Brooks, Rufus A.		April 1, 1920.
Simpson, James W.	"	April 6, 1920.
Twiford, Theodore S.	"	April 6, 1920.
Etheridge, Wm. H.	"	April 6, 1920.

See file of Tyler, Edwin C. for original letter.

Form 73a

MEM

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE

LIGHTHOUSE SERVICE

OFFICE OF LIGHTHOUSE ~~INSPECTOR,~~ Supt. 5 DISTRICT.

DEPARTMENT OF COMMERCE JUN 24 1922 APPOINTMENT DIVISION

JUN 21 AM 7 45

Baltimore, Md., June 20, 1922

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on July 1, 1922

1922 JUN 23 PM 5 31

Name, Theodore S. Twiford — Position, Keeper

From Nansemond River L.S., Va. 720 — To Newport News Middle Ground L.S., Va. 720

Previous incumbent, Henry H. Twiford

Services terminated, Close of June 30, 1922 — Reason, Exchanging positions with ~~TWS~~ Theodore S. Twiford. Not rec'd

July 1, 1922 will be effective date of exchange, so far as the records are concerned.

W. D. King

Superintendent of Lighthouses, 191

The above-referred-to transfer became effective beginning with .....

APPOINTMENT DIVISION ENTERED JUN 24 1922 DEPARTMENT OF COMMERCE

6/24/22 CARDED

11-4598

BUREAU OF LIGHTHOUSES

WASHINGTON JUN 21 1922

Submitted to the Secretary of Commerce for his information.

J. S. CONWAY

Acting Commissioner.

Form 73a

I CA

CHIEF CLERK

REPORT OF TRANSFER OF APPOINTEE

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 NOV 11 PM 2 15

1922 NOV 10 AM 8 45

OFFICE OF SUPERINTENDENT OF LIGHTHOUSES. 5th DISTRICT.

Baltimore, Md., September 25, 1922.

DEPARTMENT OF COMMERCE
NOV 11 1922
APPOINTMENT DIVISION

THE COMMISSIONER OF LIGHTHOUSES:

The following-named employee will be transferred as indicated, and will enter upon duty at his new station on October 1, 1922.

Name, H. H. Twiford — Position, Keeper

From Nansemond River L. S. — To Baltimore Light Station

Previous incumbent, P. S. Midgett to be

Services terminated, Sept. 30, 1922 — Reason, Transfered to Nansemond River L.S.

For and in the absence of the Superintendent.

Assistant Superintendent

ICA — Office of Supt. of Lighthouses, Balto., Md., Nov. 9, 1922

The above-referred-to transfer became effective beginning with October 1, 1922, but Mr. Twiford failed to report to station. He was on a short period of leave at about that time and has not returned to duty yet. In this connection see my letter to Mr. Twiford dated Nov. 9th, copy herewith.

Superintendent of Lighthouses.

11—4598

CARDED

EK

BUREAU OF LIGHTHOUSES
WASHINGTON
NOV 11 1922

Inclosure

Submitted to the Secretary of Commerce for his information.

J. S. CONWAY
Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

HHK-ICA

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 NOV 10 AM 8 45

OFFICE OF SUPERINTENDENT, 5TH DISTRICT
BALTIMORE, MD.

November 9, 1922.

Mr. H. H. Twiford,
1241 W. 47th St.,
Norfolk, Virginia.

Sir:

Subject: Orders.

1. In further reference to your letters of October 10th and 31st, the latter requesting three months leave without pay, you are advised that leave without pay is only granted to keepers when good and sufficient reason is shown and where there is definite prospect that the employee may return to duty at the expiration of the leave granted. Your letter of October 31st states no reason for requesting leave without pay although the letter of October 10th states that the reason for your failure to report to Baltimore Light was ill health. Information has come to this office that you have been employed in another position during the month of October.

2. Unless proper explanation of your leaving the service without proper notice, together with certificate of practising physician that you have been sick and unable to perform your duty in the Lighthouse Service, is received within seven days from this date, recommendation will be made to the Department for your dismissal from the Lighthouse Service, effective from October 1st.

H. D. King

Superintendent of Lighthouses.

Form 93
ICA

CHIEF CLERK

1922 NOV 20 AM 11 26

NOTICE OF RESIGNATION OR DEATH

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 NOV 17 AM 8 45

OFFICE OF LIGHTHOUSE INSPECTOR, Fifth DISTRICT.

191

DEPARTMENT OF COMMERCE
NOV 20 1922
APPOINTMENT

THE COMMISSIONER OF LIGHTHOUSES:

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

Name, Theodore S. Twiford Position, Keeper

Legal residence, Stumpy Point, N. C. Station, Newport News Middle Ground Light Station, Va.

Salary, $720. per annum (base)

The acceptance of this resignation is recommended effective at the close of November 30, 1922

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

Remarks:

This employee has resigned because it was not thought to be for the best interest of the service to grant him leave of absence for one year to build his home.

11/22/22

Superintendent of Lighthouses.

BUREAU OF LIGHTHOUSES
WASHINGTON NOV 17 1922

EK
Inclosure

Submitted to the Secretary of Commerce, approved.

NOV 21 1922
DEPARTMENT OF COMMERCE

11—4623

J. S. CONWAY

Acting Commissioner of Lighthouses.

ADDRESS ALL COMMUNICATIONS TO
SUPERINTENDENT OF LIGHTHOUSES
BALTIMORE, MD.

DEPARTMENT OF COMMERCE
LIGHTHOUSE SERVICE

1922 NOV 17 AM 8 45

SUPT. OF LIGHTHOUSES
NOV 16 1922

FIFTH DISTRICT

Newport News Mg. Light
(Station, ~~Depot, or Vessel~~)

November 15, 1922

Superintendent of Lighthouses
Baltimore Md

Subject: Leave without Pay.

Sir

your letter of novembr 6th Received. The reason for Twelve Months leave without Pay is. I want to Build up my home. If This Cannot be granted. I would like to Resigne for one year and if this Cannot be Granting Please Expept my Resignation to take a fict December 1st

Yours Verry Respectfully
T. S. Thrift

Supt
1 A [illegible]
Chief Cl.
1 A Supt.
2 A Supt.
4 A Supt.
Mech.
1 Drafts
2 Drafts
Hydrog.
Accounts
Ordering
Personnel
Cost Kpg.
File Clk.
Stenog.
Messenger
File

DEPARTMENT OF COMMERCE
APPOINTMENT DIVISION
WASHINGTON

November 21, 1922.

M r. Theodore S. Twiford,

Through the Commissioner of Lighthouses:

Sir:

The Department is in receipt of your resignation from the position designated below, and has accepted the same, upon recommendation of the Bureau, to take effect at the close of business on November 30, 1922.

Bureau..... Lighthouse Service.

Station..... Newport News Middle Ground Light Station, Virginia.

Position..... Keeper.

Salary..... $720 per annum (base).

By direction of the Secretary:

Respectfully,

APPOINTMENT DIVISION ENTERED NOV 21 1922 ON JOURNAL DEPARTMENT OF COMMERCE

U. S. REPORT DATA ENTERED

Chief of Appointment Division.

CARDED

G
5th