

A3485

SOUNDEX INDEX TO SUPPLEMENTAL MANIFESTS OF  
ALIEN PASSENGERS AND CREW MEMBERS WHO  
ARRIVED ON VESSELS AT  
NEW YORK, NEW YORK, 1887-1921,  
WHO WERE INSPECTED FOR ADMISSION,  
1915-1921

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National Archives and Records Administration  
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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION  
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## INTRODUCTION

On single roll of this microfilm publication, A3485, is reproduced a card index, arranged by soundex order, to the original records included on Rolls 1 thru 19 (Oct. 1887–June 1921) of National Archives Microfilm Publication A3461, *Supplemental Manifests of Alien Passengers and Crew Members who Arrived on Vessels at New York, New York, 1887–1952, Who Were Inspected for Admission, 1915–1952, and Related Index* (21 rolls). The index in this publication is different than the index in A3461, which is arranged in rough alphabetical order by the first letter of the surname. These records are part of Records of the Immigration and Naturalization Service, Record Group (RG) 85.

## BACKGROUND

Early records relating to immigration originated in regional customhouses. The U.S. Customs Service conducted its business by designating collection districts. Each district had a headquarters port with a customhouse and a collector of customs, the chief officer of the district. An act of March 2, 1819 (3 Stat. 489), required the captain or master of a vessel arriving at a port in the United States or any of its territories from a foreign country to submit a list of passengers to the collector of customs. The act also required that the collector submit a quarterly report or abstract, consisting of copies of these passenger lists, to the Secretary of State, who was required to submit such information at each session of Congress. After 1874, collectors forwarded only statistical reports to the Treasury Department. The lists themselves were retained by the collector of customs. Customs records were maintained primarily for statistical purposes.

On August 3, 1882, Congress passed the first Federal law regulating immigration (22 Stat. 214); the Secretary of the Treasury had general supervision over it between 1882 and 1891. The Office of Superintendent of Immigration in the Department of the Treasury was established under an act of March 3, 1891 (26 Stat. 1085), and was later designated a bureau in 1895 with responsibility for administering the alien contract-labor laws. In 1900 administration of the Chinese exclusion laws was added. Initially the Bureau retained the same administrative structure of ports of entry that the Customs Service had used. By the turn of the century, it began to designate its own immigration districts, the numbers and boundaries of which changed over the years. In 1903 the Bureau became part of the Department of Commerce and Labor; its name was changed to the Bureau of Immigration and Naturalization when functions relating to naturalization were added in 1906. In 1933 the functions were transferred to the Department of Labor and became the responsibility of the newly formed Immigration and Naturalization Service (INS). Under President Roosevelt's Reorganization Plan V of 1940, the INS was moved to the Department of Justice. The INS was abolished,

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and its immigration and naturalization recordkeeping functions were transferred to the new Bureau of Citizenship and Immigration Services within the new Department of Homeland Security, established January 24, 2003, by the Homeland Security Act of 2002 (Pub. L. 107-296, § 471, 116 Stat. 2135, 2205).

### RECORDS DESCRIPTION

This publication contains a card index to the original records included on rolls 1 thru 19 (Oct. 1887–June 1921) of National Archives Microfilm Publication A3461, *Supplemental Manifests of Alien Passengers and Crew Members Who Arrived on Vessels at New York, New York, 1887–1952, Who Were Inspected for Admission, 1915–1952, and Related Index* (21 rolls). The index in this publication, A3485, consisting of about 5,788 cards, is arranged by soundex code. This makes it different than the index in A3461, which is arranged in rough alphabetical order by the first letter of the surname.

Each card includes the person's name, age, gender, followed by the line number, page number, and volume in Microfilm Publication A3461 upon which further information will be found. The date and vessel of arrival may also be noted. The page number may refer to a mechanically stamped number at the top *or* bottom of the page.

#### *Soundex Coding Guide*

The soundex code for the person's surname is found in the upper left corner of the card. To search for a particular surname, it must first be coded. A soundex code consists of a letter and three numbers, such as M425. The letter is always the same as the first letter of the surname; numbers are assigned to the remaining letters of the surname according to the soundex coding guide below and a few special rules, as follows:

- Adjacent letters in the same numeric group are coded only once.
- Adjacent letters in the same numeric group separated by vowels (A, E, I, O, U, or Y) or disregarded consonants (H or W) are coded separately.
- Zeroes are added at the end if necessary to produce a four-character code.
- Additional letters are disregarded.

Thus, as examples, Lee is coded L000; Jones is coded J520; Western is coded W236; Tymczak is coded T522 representing T, M, C, and K; Pfeiffer is coded P160 representing the P, second F, and R; and Ashcraft is coded A-261 representing the A, S, R, and F.

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M I C R O F I L M   P U B L I C A T I O N S

THIS NUMBER	REPRESENTS THE LETTERS
1	B, F, P, V
2	C, G, J, K, Q, S, X, Z
3	D, T
4	L
5	M, N
6	R

Disregard the letters A, E, I, O, U, W, Y, and H.

GENERAL REMARKS

The records were filmed by the INS on May 22, 1958, and transferred to the National Archives on negative microfilm. The INS target (information) sheet at the beginning of the roll simply identifies these records as "Letter Volume Index of H[ead] Tax Paid, prior 7/1/21." Although some of this film may be difficult to read, it is impossible to correct the situation since the INS destroyed the original records.